

## Grand Rounds/RSS Attendance—Submitting via the Web:

The CME Office is now offering an alternative to submitting your Grand Rounds/RSS attendance via SMS text messaging.

Session codes can now be submitted via the web at the following URL:

<http://penncmeonline.com/confirm>

This page is accessible via your desktop/laptop (see Image 1) or via your smartphone or other mobile device (see Image 2). \*\*Note if you're accessing the page on a mobile browser, you should automatically be redirected to the mobile version of the page.

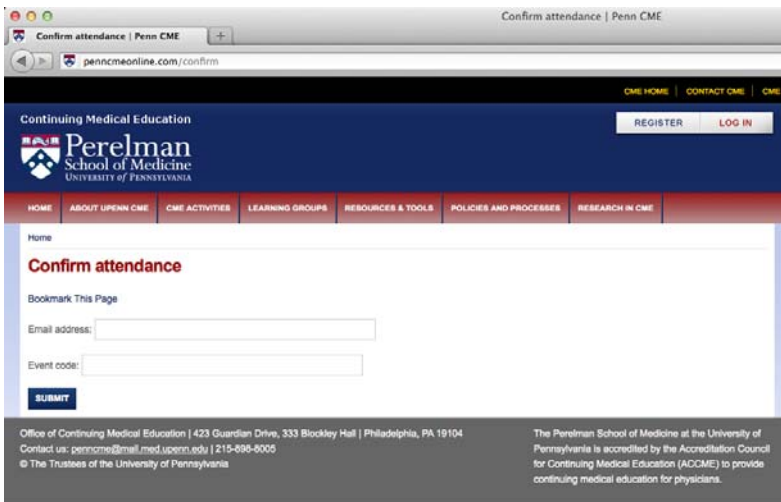


Image 1: Attendance page on a standard browser

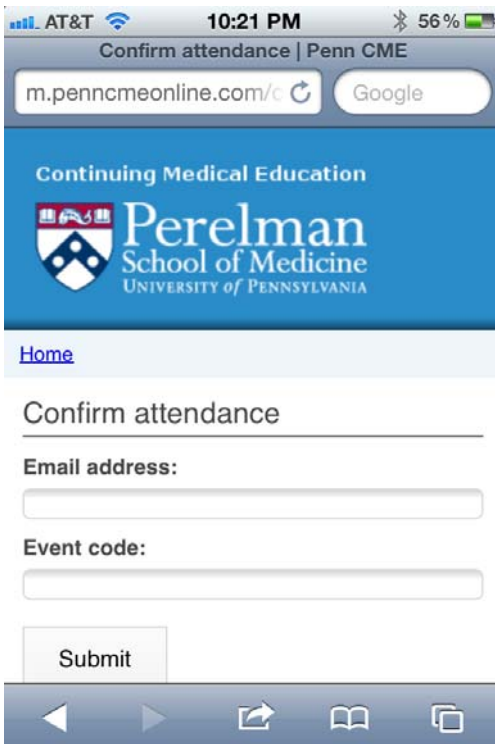


Image 2: Attendance page on a mobile browser

## **In order to submit your session attendance using the web:**

- 1) Browse to <http://penncmeonline.com/confirm>

**\*\*We recommend that you bookmark the page for future usage**

- 2) The first time you use the page, you will need to enter your email address. If you already have an account on our new site (<http://penncmeonline.com>), you should enter the same version of your email address already in use.

**\*\*Note you can log in to our new site and access your account prior to first use, in order to confirm the email address saved to your account.**

- 3) This email address will be cached by the page, in order to save you time at future sessions.

**\*\*We recommend that you review the email address entered on this page before submitting your first attendance code in order to avoid an incorrect email address being submitted and cached.**

- 4) Enter the 8-letter event code for the session you have attended.

- 5) Do not use the PENNCME prefix when submitting your attendance using this web page. Although SMS text attendance requires preceding the 8-letter code with PENNCME followed by a space, the web page attendance method does not make use of this prefix. The code is also not case-sensitive, for either SMS text messaging or the web page method.

**\*\*As an example, if you see the following posted at your session:**

PENNCME SAFESHOP

- a) You would enter the entire message above if submitting via SMS text messaging
  - b) You would only enter SAFESHOP if submitting via the web
- 6) Click the SUBMIT button, and you will receive a status message near the top of the screen—either confirming your attendance submission or displaying a message indicating why it was not submitted (for example, attendance window is not currently open for this session, code is invalid, etc.)

**\*\*Note the same attendance window will apply for both SMS text messaging as well as this new web page attendance method. If you are unsure what the attendance time window is for your series, please contact your department or the Penn CME office for more information.**

## **Additional Notes:**

--This web page is intended for use on your own computer or mobile device, as opposed to a shared device. The email address used for the first submission will be cached to allow for quicker submission at future sessions. In order to change the email address used on the same computer/device, you would need to clear the browser cache.

--SMS texting attendance is still available in addition to this new method, and can be used by anyone who prefers to still use the SMS texting to submit his/her attendance (including on mobile devices that have SMS texting capability but not web browsing capability).

**Please contact the Penn CME Office at 215-898-8005 or [penncme@mail.med.upenn.edu](mailto:penncme@mail.med.upenn.edu) with any questions.**