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How to set up the “Text In-Check In” feature for upcoming in person or hybrid CME-CE Conferences

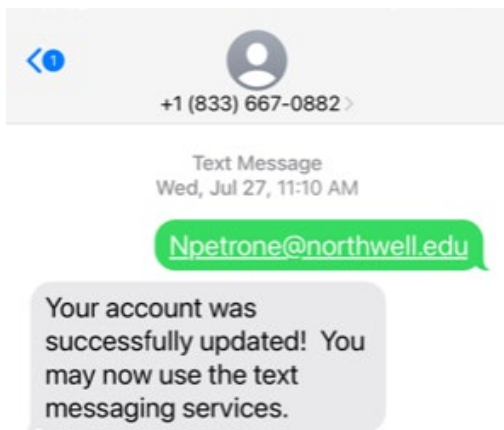
Note: Please be consistent and use only one email (one profile) when signing up for Conferences and Regularly Scheduled Series (RSS). This will ensure that your transcript is correct and that you won't have duplicate profiles in our database.

Important STEP: THIS STEP ONLY NEEDS TO BE DONE ONE TIME – please complete now

Send a text to this number **(833) 667-0882** with just the **Email Address** that is connected to your existing Online Profile with the Northwell Health CME Department. This will create an account and connect your responses to your profile. If you do not have an **existing Online Profile**, [Click Here](#) to set one up. Click Sign In and follow the prompts.

***ACTIVATED ACCOUNT!**

Once you receive the reply (see below screen shot) that your account has been found and successfully updated, you can now begin using the Text Messaging service. **Save this number to your contacts for future use.**



Day of the conference - (you will need to be pre-registered to use the check in feature)

At the beginning of the conference, you will be given a code to use.

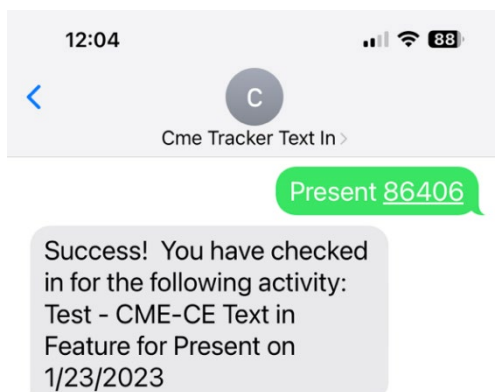
There will be 2 options to check in for the conference.

Option 1 -

Text **Present** and the code given to **(833)667-0882**

Example text: Present 860XX

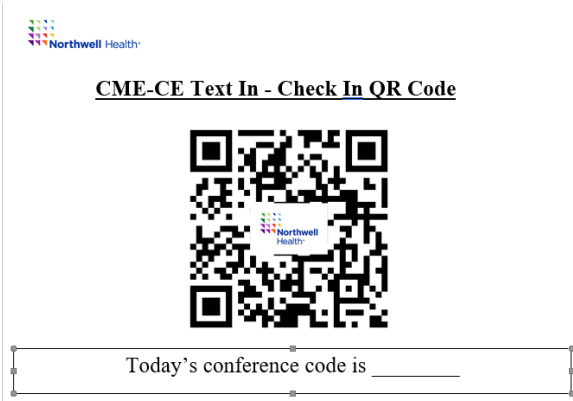
You will receive confirmation on your device that you have been checked in for this conference.



Option 2 -

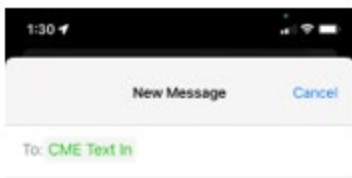
QR Code to complete your check in process.

There will be a QR code along with the numerical conference code in the opening presentation shown on the screen as well as placed around the room for in person. During breaks the QR code will be shown on the screen for virtual attendees. See screen shot below

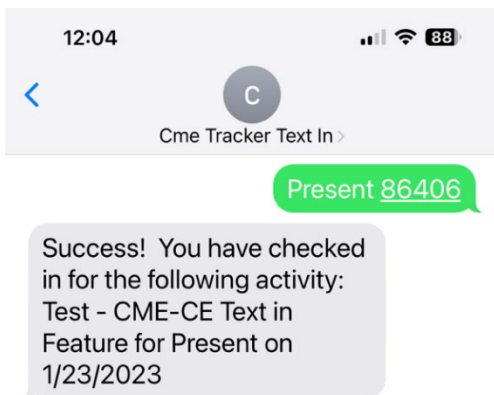


- Open the camera on your device and hover over the QR Code.
- Click on the yellow link that comes up – CME Text In.
- You will then see the screen below. All the information will be prepopulated from the QR code.

Present XXXXX



You will receive confirmation on your device that you have been checked in for this conference.



Note: At the conclusion of the conference all those who have completed the text in feature will be sent an **email to complete the evaluation for the conference and claim their CE credits.**

It is the responsibility of each learner to complete the evaluation and claim their own credit.