How do I register for Grand Rounds?

After navigating to the clinician learning portal via the childrensmn.org website Children’s Minnesota Education and Training | (childrensmn.org) and locating the Grand Rounds information, follow these steps:

Step 1:

- Click on the Grand Rounds you would like to attend
Step 2:

- Click the “Register Now” button

OR click on the register button if accessing via the calendar link
Step 3

- Click on the TAKE COURSE button

Step 4

- The system will prompt you to login if you have an account or you will need to create an account if you have
not already done so.

Step 5:

• Once registered, you will receive an email confirmation, please check your junk mail if you do not see this.

How do I find the access the day of Grand Rounds?

• Option 1: You will receive an email reminder the morning of Grand Rounds 15 minutes prior to the start with a link to the Zoom. If you are not logged into the clinician learning portal, the system will prompt you to log in.

• Option 2: You can navigate to the clinician learning portal, login in and navigate to your courses:
  o Click on the My account, then My courses, a new window will appear
From this window, click on Pending Activities and select the Grand Rounds date you are attending.
• Option 3: From your email confirmation, add the event to your calendar. **The following instructions are for Children’s Minnesota employees only to add Grand Rounds to their personal Outlook calendar.**

  o Open your confirmation email from this course
  o Click the add to calendar link (this will download the .ics file to your computer)
  o Open your Outlook calendar
  o Select "Add calendar" from the left pane just above My Calendars
  o Select "Upload from file" in the Add calendar window.
o Select Browse, go to your Downloads folder and select the .ics file.

o Select the Calendar you want the appointment to show up in, typically Calendar and then select Import.