

# Create a Mayo Clinic Professional Account and Register for the Residents as Teachers: Basic Teaching Skills Course in Brightspace Executive Education

- A **Mayo Clinic Professional Account** is how non-Mayo Clinic employees create a user ID in the **Brightspace** environment.
- You will create your user ID first, then self-enroll in the Basic Teaching Skills course.

1. Direct your internet browser to <https://executiveeducation.mayo.edu> (*Google Chrome is recommended*)
2. Select “Login” from the top menu.



3. Select “Create your account”.

**MAYO CLINIC**

One account for all Mayo Clinic services  
Sign in to Course Merchant

**Professional Username**  
Username

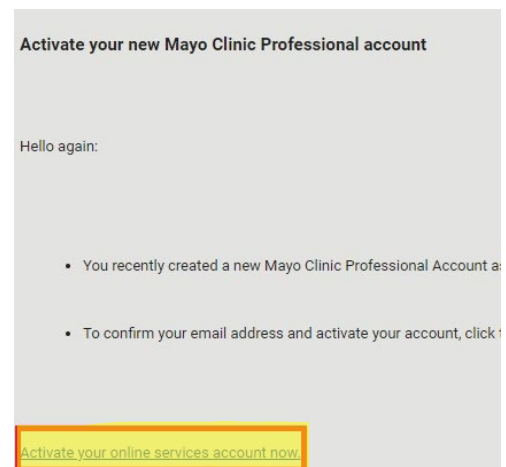
**Password**  
Password  
 Show Password

Sign in

Create your account  
Need help signing in?

Mayo Clinic Staff Sign In

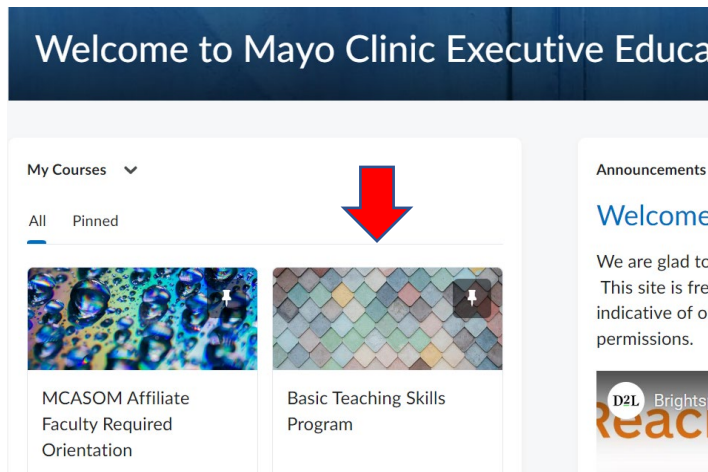
4. Complete the form (there are two parts). Select Continue on each to move to the next step.
5. You will receive an email from Mayo Clinic Online with a subject line that starts with **Activating your new Mayo Clinic Professional account**.
6. Select “Activate your online services account now” from the email.



## To register for your course:

1. Click this link: [https://executiveeducation.mayo.edu/products/mcasom\\_fd\\_4001\\_01](https://executiveeducation.mayo.edu/products/mcasom_fd_4001_01)
2. Select either one of the “Enroll Free” buttons.
3. Select “Checkout” button.
4. Sign in using your Mayo Clinic Professional Account user ID.
5. Select the “Click here” link on the “Thank you for your order” page to access your course.
6. This takes you to your Executive Education home page.

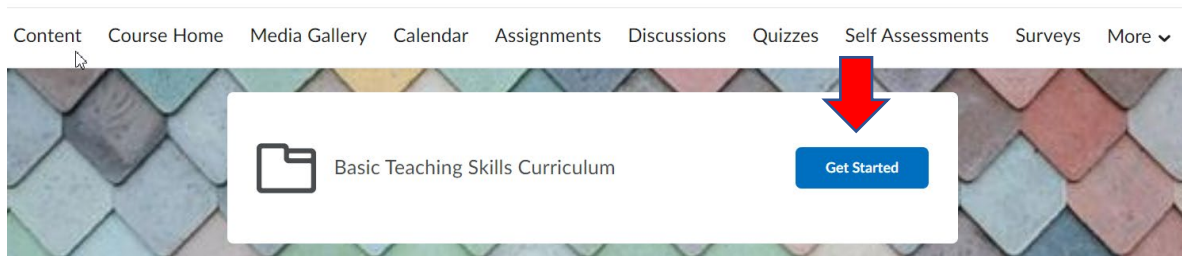
- **Click on the course tile to access your Basic Teaching Skills course.**



- **Select “Content” from the top menu.**



- **Select the “Get Started” button.**



- To navigate the course, you can use either of the options below. Click “End of Unit” when you have completed all content within the unit.

The screenshot shows a web browser window displaying a course page. At the top left, a box says "Click on each of the content areas." with a red arrow pointing to the "Basic Teaching Skills Curriculum" header in the left sidebar. At the top right, a box says "Navigate by clicking the arrows." with a red arrow pointing to the navigation arrows in the top right corner. The sidebar on the left lists four content areas: "Clinical Learning Environment", "Distressed Learner", "Self Directed Learning and Reflection", and "One Minute Preceptor", each with a checkmark. The main content area on the right has the title "Basic Teaching Skills Curriculum" and a description: "This course is designed for clinician educators, with limited time, who want to enhance their teaching skills." Below this, it says: "Without a doubt, all medical learners can recall the teachers (faculty, staff, and residents) that have contributed to their learning and development and want to do the same for the next generation of learners. What does it take to be an..."

## For Future Brightspace Executive Education Access:

1. For future Brightspace Executive Education access: Save: <https://ee.mayo.edu> to your internet favorites.
  - a. Enter your professional username & password.
  - b. This will take you directly to your courses home page.