

RSS Coordinator Guide

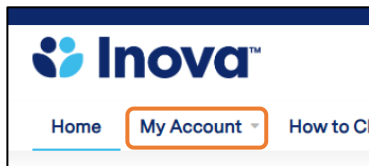
Accessing Your RSS Series and Sessions in the CME Portal

Purpose

This guide provides step-by-step instructions for accessing assigned Regularly Scheduled Series (RSS) activities and locating individual sessions within the Inova CME Portal.

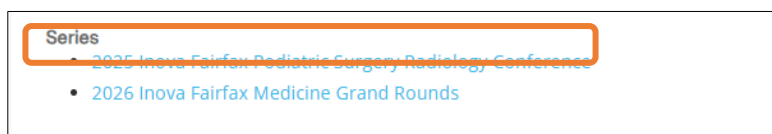
Step 1: Access the My Account Menu

After logging in, select My Account from the top navigation menu.



Step 2: Locate Your Assigned RSS Series

Scroll to the bottom of the page to view links to all RSS series assigned to you.



Step 3: Select the Appropriate RSS Series

Choose the RSS series you wish to manage.

Step 4: Review Available Sessions

Scroll to the bottom of the page to review the sessions associated with the selected series.

Step 5: Open the Session You Wish to Manage

Select the session name to access session management functions.



Important Reminders

- Session management activities occur within the individual session, not at the series level.
- If your series does not appear, contact the Office of CME to verify permissions.