## RACE CONVERSATIONS: EXECUTIVE BRIEFING Participation Instructions

## 1. Once registered, use the link in the confirmation email to navigate to the session.

• Please note: the link will be unique to the date/time you registered for

| Signup confirmation for Course: April 15, 2021 1:00-4:00 pm EST   |  |                |                      |                  |      |  |
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|   |  |                | Keply All            | → Forward        |      |  |
| PC To refutures the anticare CPD < cpu-autogenerated up antiensorg >  |  |                | Tue 3/9/2021 2:32 PM |                  |      |  |
| Retention Policy Partners Retention Default - Delete after 10 Years (10 years)  | Expires 3/10/2031  |                |                      |                  |      |  |
| i Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this m                          | nessage.   |                |                      |                  |      |  |
| invite-237528.ics<br>1006 bytes   |  |                |                      |                  |      |  |
| Dear ,  |  |                |                      |                  |      |  |
| You have been enrolled in Race Conversations: Executive Briefing - "April 15, 2021 1:00-4:00 pm EST," an education  | al activity provided by Mass General Brigham Office of I | Diversity, Equ | ty & Inclusion.      |                  |      |  |
| For copies of the pre-reading, please navigate here: <u>https://cpd.partners.org/content/race-conversations-executive</u>                                 | e-briefing   |                |                      |                  |      |  |
| On April 15, please navigate here <u>https://cpd.partners.org/mgb-dei/content/april-15-2021-100-400-pm-est</u> . Dur le<br>launch the activity in Chrome. | arning management system is optimized to work in a G     | oogle Chrome   | web browser, so      | o please be sure | e to |  |
| Follow the steps below to access the Zoom link:   |  |                |                      |                  |      |  |
| 1. If you have not done so already, log in using the Partners HealthCare ID button.   |  |                |                      |                  |      |  |
| 2. Click 'Take Course' below the 'Take Course' tab.   |  |                |                      |                  |      |  |
| 3. Click 'Start Course' at the bottom of the page.  |  |                |                      |                  |      |  |
| <ol><li>After the meeting, please return to the website to complete the course evaluation.</li></ol>  |  |                |                      |                  |      |  |
| 6. Click 'Submit' once you are done.  |  |                |                      |                  |      |  |
| For technical assistance, please contact Mass General Brigham Continuing Professional Development (partnerscpd(   | partners.org).   |                |                      |                  |      |  |
| For information about the course, please contact Jarrod Chin, Mass General Brigham Office of Diversity, Equity & In                                       | clusion (jjchin@partners.org).                           |                |                      |                  |      |  |
| Thank you,  |  |                |                      |                  |      |  |
| Mass General Brigham Office of Diversity, Equity & Inclusion.   |  |                |                      |                  |      |  |
|   |  |                |                      |                  |      |  |

2. This will bring you to the discussion date's landing page; click 'Take Course' below 'Take Course' tab.

| APRIL 15, 2021 1:00-4:00 PM EST |               |          |  |  |  |  |
|---------------------------------|---------------|----------|--|--|--|--|
| OVERVIEW                        | ACCREDITATION | REGISTER |  |  |  |  |
| TAKE COURSE                     | •             |          |  |  |  |  |

## 3. Click 'Start Course' at the bottom of the page

| COURSE NAVIGATION |                |
|-------------------|----------------|
|                   | Start course ► |

- 4. Use the Zoom information to launch the meeting, complete the evaluation, and print your certificate. After each section is completed, click 'Next' at the bottom of the page to move onto the next section.
  - After completing the evaluation and clicking 'Submit' at the bottom of the page, you will receive a message that your submission has been received; then click 'Next' at the bottom of the page



5. To download a copy of your certificate, click 'Download Certificate' – this information will also be saved in your account on our site.

| CERTIFICATE          | _ |  |
|----------------------|---|--|
| Download certificate |   |  |