

# Medicare Learning Network (MLN) Learning Management System (LMS) Instructions for Grand Rounds

## Login to access a live post assessment or a recorded enduring activity:

1. Go to the LMS Homepage <https://learner.mlnlms.com>
2. Enter your login ID and password and click on “Log In”
3. Click on “Browse Catalog” in the menu beneath the MLN logo.
  - a. Enter Grand Rounds in the “search for” box and click “search.”
4. Click on the title that matches your Grand Rounds search.
5. Click “Enroll.”
6. Click “Access Item.”
  - a. Scroll down on the page and click on the link titled “Post-Assessment.”
7. Click “Open Item.”
  - a. A new window will open. Click “Post-Assessment” in this new window for it to display.
  - b. Complete the assessment and click “close.”
8. Click the grey and white “x” in the upper right-hand corner to close the window.
9. Click “OK” when prompted to close the window.

**Don't have an account? Create an Account! See instructions in the [MLN FAQs](#).**

## Complete the evaluation to access your certificate:

1. Click on “Transcript.”
2. Search for the title.
3. If you do not see a “View Certificate” button, then you need to complete the evaluation. Click on the title.
4. On the right-hand side, you will see “Web-Based Training Evaluation” listed under “Surveys.” Click on “Web-Based Training Evaluation.”
5. Complete the evaluation and click “Submit.”
6. You will now see a “View Certificate” button. Click on this to view your certificate.
7. If you haven't already selected your credit type (or if you selected the wrong type before), click on “Select Credit Type” next to the credit type you want.
8. Click “View Certificate.”
9. When you get a message asking if you want to open the certificate at the bottom of your screen, click “Open.”
10. Your certificate will open in a new window. Select “File” and then either “Save As” or “Print” to save or print your certificate.

Please send questions related to accessing the post-assessment or certificate to [MLN@cms.hhs.gov](mailto:MLN@cms.hhs.gov).

## Need Help?

- Need step by step instructions with screen shots?
- Forgot your password?
- Want to edit your account information?
- Need help with verification code?

See instructions with screen shots in the [MLN FAQs](#).

