

Add Self-Recorded Credit:

Step 1 - Go to www.ascp.org and login from the right side of ASCP homepage.

You can login using your username or user ID that was assigned when you created your account. **Your password is case sensitive.** After a successful login you will see a welcome message in red with your name.

Step 2 - Click [My Account](#) from welcome box in the upper-right corner on page. The following screen is displayed.



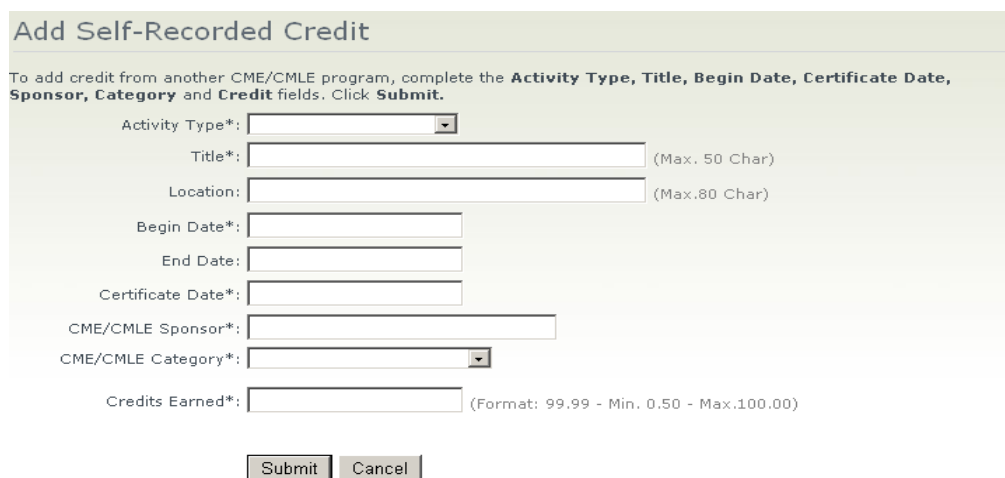
My Account - Fellow Active 1/1/2010 - 12/31/2010

Primary Contact Info OFFICE ASCP 33 W Monroe St Ste 1600 Chicago, IL 60603-5617 USA Office Phone: (800)267-2727 Primary Email: judgeb@ascp.test.org	Personal Profile Login Information Contact Information Name Change Demographic Information Education History Employment History Privacy Preferences E-mail Opt-Out Preferences Meeting Accommodations View My Orders View Online Activities
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Membership ASCP ID: 04214742 Type: Fellow Status: Active 1/1/2010 - 12/31/2010	Education Home View Transcript & Certificates Record Session/Meeting Attendance Add Self-Recorded Credit My Courses & Exams Manage Free CE Credits My Materials
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Step 3 - Click on the [Add Self-Recorded Credit](#) link located in the Education Home section of page.

Next, you will be prompted with the Add Self-Record Credit screen. All fields with an asterisk **must** be completed. Click the submit icon when done.



Add Self-Recorded Credit

To add credit from another CME/CMLE program, complete the **Activity Type, Title, Begin Date, Certificate Date, Sponsor, Category** and **Credit** fields. Click **Submit**.

Activity Type*:

Title*: (Max. 50 Char)

Location: (Max.80 Char)

Begin Date*:

End Date:

Certificate Date*:

CME/CMLE Sponsor*:

CME/CMLE Category*:

Credits Earned*: (Format: 99.99 - Min. 0.50 - Max.100.00)

Step 4 - You can view your self-recorded credit by clicking on the link [View Transcripts & Certificates](#) located in the Education Home section of page. Click 'Cancel' when you are done.

Still need help? If you experience any problems contact ASCP Customer Services at 1-800-267-2727 option 3, or try the live chat available on the upper right hand corner of our web site Monday through Friday, 8am to 5pm Central Time. You can also email info@ascp.org.