

Step by step process to Add Self-Recorded Credit



Click  on the right side of ASCP homepage

If you have an account you can logon 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.



Click 'My ASCP' from welcome box in the upper-right corner on page

Next, you will see the following screen.



Click on the link 'Add Self-Recorded Credit' located in the Education Home section of page.

My Profile	
Primary Contact Info	Personal Profile
HOME 33 W Monroe St Chicago, IL 60603-5617 USA Primary Email: jb@ascp.org	Login Information Contact Information Demographic Information Privacy Preferences E-mail Preferences Meeting Accommodations View My Orders View Online Activities
Membership	Education Home
ASCP ID: 04214742 Type: Member Status: Active through 12/31/2008	My Downloads View Transcripts & Certificates Record Session/Meeting Attendance Add Self-Recorded Credit My Courses & Exams Manage Free CE Credits

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

Activity Type*:	<input type="text"/>	
Title*:	<input type="text"/>	(Max. 50 Char)
Location:	<input type="text"/>	(Max.80 Char)
Begin Date*:	<input type="text"/>	
End Date:	<input type="text"/>	
Certificate Date*:	<input type="text"/>	
CME/CMLE Sponsor*:	<input type="text"/>	
CME/CMLE Category*:	<input type="text"/>	
Credits Earned*:	<input type="text"/>	(Format: 99.99 - Min. 0.50 - Max.100.00)



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.

If you experience any problems contact ASCP Customer Services at 800.267.2727, option 2.