

Follow these steps to record meeting attendance at [ASCP.org](http://www.ascp.org):

Step 1 - Go to ASCP homepage www.ascp.org and 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. If you are having login problems, you can try using the *password hint* or *login assistance* links.

Step 2 - Click [My Account](#) from welcome box.

Step 3 - You should now see the screen below. Click on the link [Record Session/Meeting Attendance](#) located in the 'Education Home' section of page.



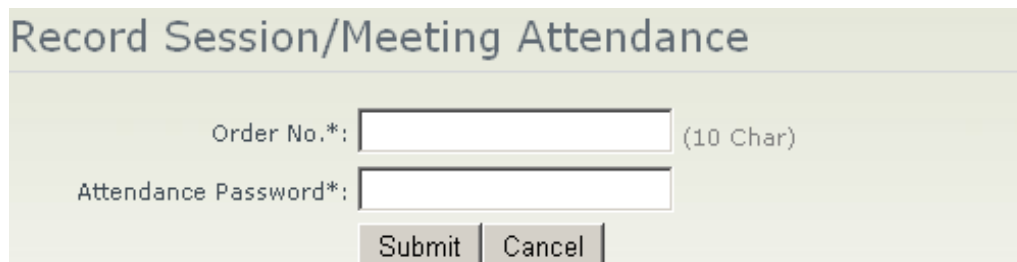
My Account - Fellow Active 1/1/2010 - 12/31/2010

Primary Contact Info	Personal Profile
<p>OFFICE Suite 1600 33 W Monroe St Chicago, IL 60603-5300 USA Office Phone: (312)541-4999 Primary Email: info@ascp.org ASCP ID: 04144150</p>	<p>Login Information Contact Information Demographic Information Education History Employment History Privacy Preferences E-mail Opt-Out Preferences Meeting Accommodations View My Orders View Online Activities</p>

Education Home

[My Downloads](#)
[View Transcripts & Certificates](#)
[Record Session/Meeting Attendance](#)
[Add Self-Recorded Credit](#)
[My Courses & Exams](#)

Step 4 - At the Record Session/Meeting Attendance screen, enter your meeting 'Order No.' and 'Attendance Password'; then click the submit icon when done. *Note: you can obtain the meeting order no. and attendance password from your seminar manager.*



Record Session/Meeting Attendance

Order No.*: (10 Char)

Attendance Password*:

Step 5 – Remember to complete the course evaluation. No certificate of participation is issued until the evaluation has been completed.

Step 6 - To view/print your certificate, click [My Account](#) from welcome box. You will see the screen below.

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: (310)393-0411
 Primary Email: john.mcgowan@ascp.org
 Alter Email: johntmcgowan76@gmail.com

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](#)

Membership

ASCP ID: 25297454
 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](#)

View your Transcript and Certificates

[View Transcript & Certificates](#)

Step 7 - Click on the link [View Transcripts & Certificates](#) located in the Education Home section of page. The following screen will be displayed.

My Transcript & Certificates

Total Credit Summary

CreditType	ASCP	Self Recorded	Total
CME	6.00	0.00	6.00
CME/CMLE	2.50	0.00	2.50
CMLE	0.00	1.00	1.00

ASCP designated CME credits are *AMA PRA Category 1 Credits™*. Physicians should only claim credit commensurate with the extent of their participation in the activity. To claim fewer than the maximum number of credits designated for a activity, click on the **Credits** on the right.

To see your certificate(s) completed in a specific time period, enter a date
 From: To:

To view and print your certificate, click on the **certificate link** that corresponds to your Activity Title:

Date	Activity Title	Certificate	Credits	Credit Type
12/8/2009	Lessons Learned From Mistakes and Deferrals in the Frozen Section Diagnosis of Bronchioloalveolar Carcinoma and Well-Differentiated Pulmonary Adenocarcinoma: An Evidence-Based Pathology Approach	AJAP0801	1.00	CME

Click on your certificate code to open your certificate.

[AJAP0801](#)

Step 8 - Click on the program link to view/print your certificate.

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.