

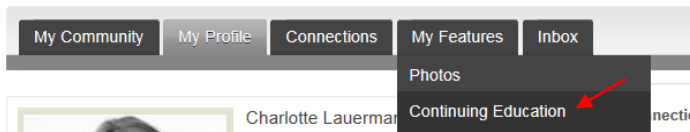


TRACKING CONTINUING EDUCATION CREDITS
www.mtvma.org

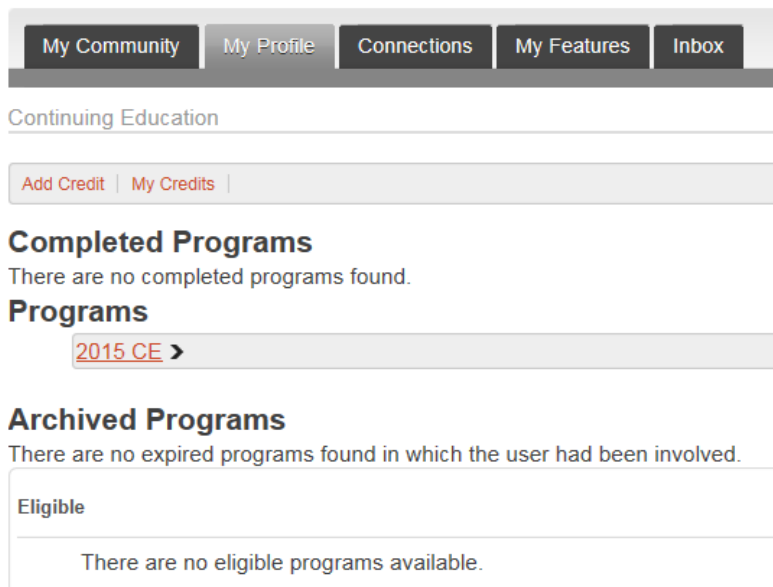
1. Login using your username and password.
2. Click **My Profile** either underneath your name or in the menu bar:



3. Under the **My Features** tab, select **Continuing Education**:



4. Below is what the first screen will look like:



For MVMA Purposes, we will NOT be using Completed Programs or Archived Programs. Underneath **Programs**, you will see a list of CE by year. Right now, only 2015 is available. Moving forward, you'll see a listing for each year (i.e. 2016 CE, 2017 CE, etc.).

5. Click on **2015 CE** underneath **Programs**:

Programs

2015 CE ▾
Certificate Status: Enrolled
[Withdraw Application](#)
2015 Non MVMA Credits

- Approved: 0
- Pending: 0
- Remaining: 0

2015 MVMA Credits

- Approved: 12.5
- Pending: 0
- Remaining: 0

You'll notice two headings:

2015 Non MVMA Credits – these are credits that you can add yourself.

2015 MVMA Credits – these are credits assigned by MVMA from MVMA Meetings you attend.

So far in 2015, this person has 12.5 credits.

Do not click nor worry about the [Withdraw Application](#) button – it is not relevant for our purposes.

6. Now click on **My Credits**:

[Continuing Education](#)

[Add Credit](#) | [My Credits](#) |

The following credits are listed for this person. This is just an example, but this person received 12.5 credits for the MVMA Summer Meeting. If she attends other MVMA meetings in the future, they would be listed here as well.

[Add Credit](#) | [Programs](#) |

My Credits

Track	Course	Credit Type	Credits	Course Date	Submit Date	Status	Actions
2015 MVMA Credits	MVMA Summer Meeting	2015 MVMA Credits	12.50	6/21/2015	3/17/2015	Approved	

ASSIGNING YOUR OWN NON-MVMA MEETING CREDITS

1. Click on **Add Credit**:

[Add Credit](#) | [Programs](#) |

My Credits

2. Choose **2015 Non MVMA Credits** (you won't be able to add 2015 MVMA Credits – we track those internally).

Choose a **Location**. We have to pre-set the locations, so all major Montana towns are included as well as “Out of State” and “Other”. Please let us know if you'd like us to add other selections.

Enter the number of **Credits/Hours**.

Select the **Date** by clicking on the calendar icon.



Click the **Save** button.


Add Credits ✕

Credit Type: ▼

Location: ▼

Course:

Credits/Hours:

Date: 

Then click **OK** when it tells you the credits were added.

3. Now click on **My Credits** again:

My Credits							
Track	Course	Credit Type	Credits	Course Date	Submit Date	Status	Actions
2015 MVMA Credits	MVMA Summer Meeting	2015 MVMA Credits	12.50	6/21/2015	3/17/2015	Approved	
2015 Non MVMA Credits	Example Course	2015 Non MVMA Credits	10.00	3/2/2015	3/18/2015	Approved	

As credits are added by you and MVMA, they will show up in this list as a useful way to track your CE.