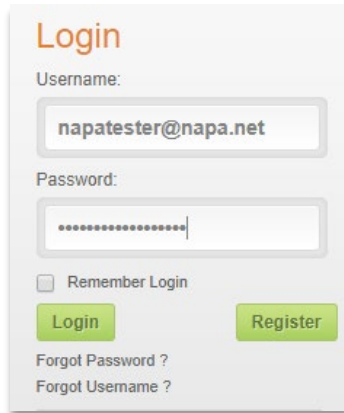


CE Summary and Self-Reporting Job Aid

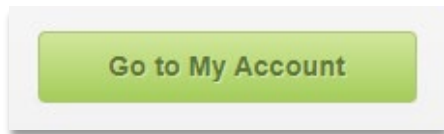
Below are instructions for using the new CE Summary and self-reporting tool:
Watch our easy step-by-step video [here](#).

1. Click “**Login**” or “**My Account**” from the top menu of napa-net.org, or click here: <https://asppa.personifycloud.com/PersonifyEbusiness/Home>
2. Enter your username and password to gain access to your My Account page. Use the **Forgot Username?** Or **Forgot Password?** links to find your username or reset your password.

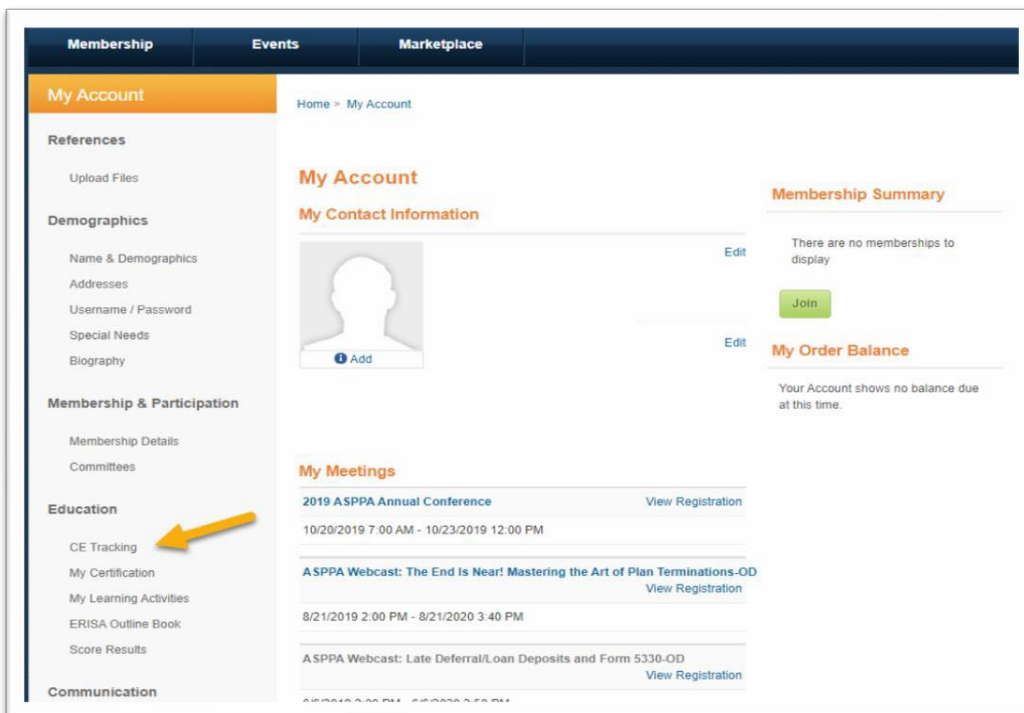


The login form is titled "Login" in orange. It has a "Username:" label above a text input field containing "napatester@napa.net". Below that is a "Password:" label above a password input field with masked characters. There is a "Remember Login" checkbox. Two green buttons, "Login" and "Register", are at the bottom. Below the buttons are links for "Forgot Password ?" and "Forgot Username ?".

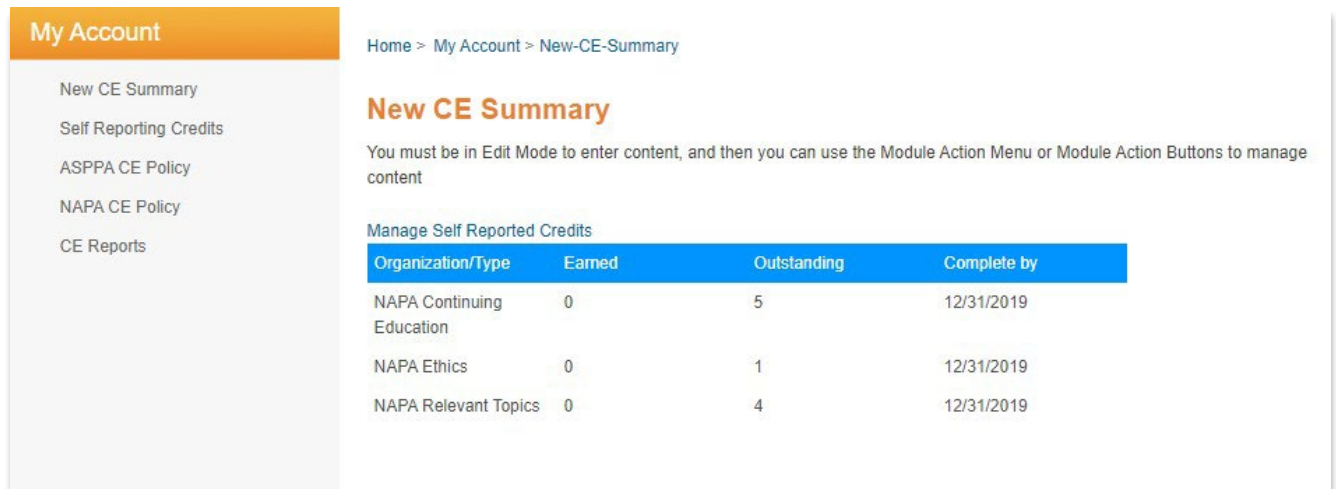
3. Once you are logged in, click the “**Go to My Account**” button or click the “**My Account**” link on the top menu.



4. On the My Account Page, navigate to the left side bar and look for the heading “**Education**”. Under the “**Education**” heading look for the link for “**CE Tracking**”.



- Click the **“CE Tracking”** link under the **“Education”** heading or click here:
<http://asppa.personifycloud.com/PersonifyEbusiness/My-Account/New-CE-Summary>
- This is the New CE Summary page. Review CE Credit totals located under **Outstanding** and **Earned** column headings. Note the **Complete By** date.



My Account

- New CE Summary
- Self Reporting Credits
- ASPPA CE Policy
- NAPA CE Policy
- CE Reports

Home > My Account > New-CE-Summary

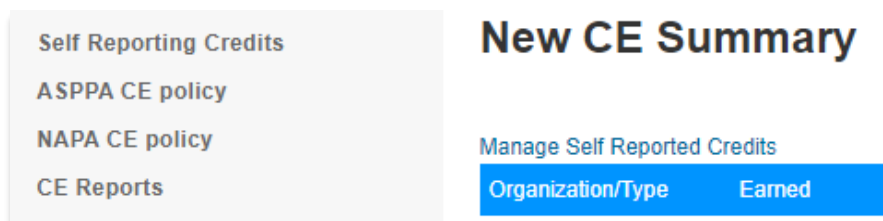
New CE Summary

You must be in Edit Mode to enter content, and then you can use the Module Action Menu or Module Action Buttons to manage content

[Manage Self Reported Credits](#)

Organization/Type	Earned	Outstanding	Complete by
NAPA Continuing Education	0	5	12/31/2019
NAPA Ethics	0	1	12/31/2019
NAPA Relevant Topics	0	4	12/31/2019

- When you are ready to self-report CE credits, click the **“Manage Self-Reported Credits”** link above the table or **“Self-Reporting Credits”** link from the left side bar.



Self Reporting Credits

ASPPA CE policy

NAPA CE policy

CE Reports

New CE Summary

[Manage Self Reported Credits](#)

Organization/Type	Earned
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- Click **“Add”** to add a self-reported program.



Membership Events Marketplace

My Account

- New CE Summary
- Self Reporting Credits
- ASPPA CE Policy
- NAPA CE Policy
- CE Reports
- Score Results

Home > My Account > Self Reporting Credits

Self Reporting Credits

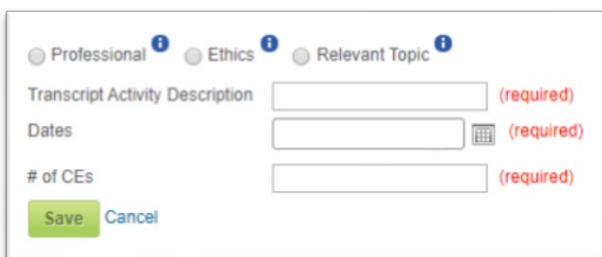
[Self-Report CE Credit](#)

Id: 000000579153

[ADD](#)

Date	Transcript Activity Description	Ethics	Relevant Topic	#Credits	Action
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- Fill in all fields and choose a CE type – **Professional, Ethics, or Relevant Topics**



☐ Professional
 ☐ Ethics
 ☐ Relevant Topic

Transcript Activity Description (required)

Dates (required)

of CEs (required)

[Save](#) [Cancel](#)

10. If you need additional information about which CE type is appropriate for your program, mouse over the **i** icon for more information.
11. When you have entered the data for your CE program, click the **“Save”** button.
12. When saved, you will see a summary of the entered program information. Review it and use the **“Edit*”** or **“Delete”** buttons to modify or remove the program you entered.

***PLEASE NOTE:** the “Edit” feature only allows you to change the title, date or # of CE credits. If you need to change the **“CE Type”** you will need to **“Delete”** the CE listing and re-add with the correct **“CE Type”**.

Date	Transcript Activity Description	Ethics	Relevant Topic	#Credits	Action
10/1/2019	Professional	N	N	1.00	Edit Delete

13. Click **“New CE Summary”** on the left side bar and check to verify that the **“Earned”** and **“Outstanding”** credits changed according to what you entered. Here is an example of an updated CE Summary with one (1) CE reported:

Organization/Type	Earned	Outstanding	Complete by
NAPA Continuing Education	1	4	12/31/2019
NAPA Ethics	0	1	12/31/2019
NAPA Relevant Topics	0	4	12/31/2019

14. To review a report that can be printed or saved to your computer, Select **“CE Reports”** from the left side bar. Enter custom dates and click **“Search”** or click **“Run for Current CE Cycle”** to run the report for the current cycle.

CE Report

Date Range: From:  To: 

To review the NAPA CE policy guidelines, click the **“NAPA CE Policy”** link on the left side bar.

Reminder you can watch our easy step-by-step [video here](#).

Need additional support or have questions? Call 703 516 9300 or email CustomerCare@napa-net.org!