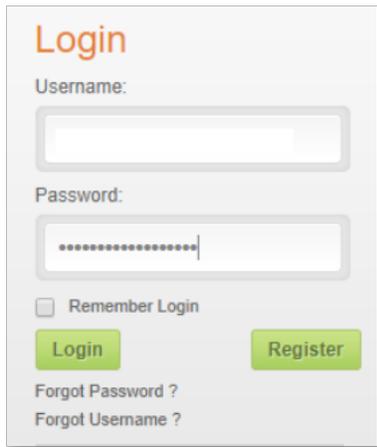


CE Summary and Self-Reporting Job Aid

Below are instructions for using the PSCA CE Summary and self-reporting tool

1. **Login** (<https://asppa.personifycloud.com/PersonifyEbusiness/My-Account>) to your PSCA Account. Enter your username and password to gain access to your My Account page.

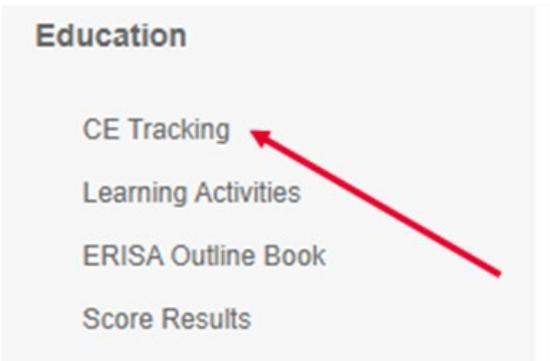
Use the **Forgot Username?** Or **Forgot Password?** links to find your username or reset your password.



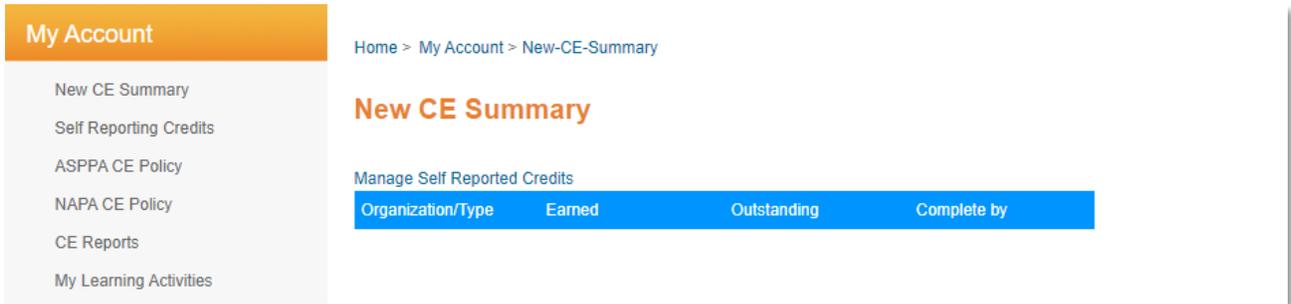
The screenshot shows a login form with the following elements:

- Login** (orange text)
- Username:** (text label above a text input field)
- Password:** (text label above a password input field with masked characters)
- Remember Login**
- Login** (green button)
- Register** (green button)
- [Forgot Password ?](#)
- [Forgot Username ?](#)

2. On the My Account Page, navigate to the left side bar and select “**CE Tracking**” under the heading “**Education**”.



- On the New CE Summary page, review CE Credit totals located under **Outstanding** and **Earned** column headings. 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.



Home > My Account > New-CE-Summary

New CE Summary

Manage Self Reported Credits

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



Home > My Account > Self Reporting Credits

Self Reporting Credits

Self-Report CE Credit

ADD

Date	Transcript Activity Description	Ethics	Relevant Topic	#Credits	Action
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5. Fill in all fields and choose a CE type – **Professional, Ethics, or Relevant Topics**, If you need additional information about which CE type is appropriate for your program, mouse over the **i** icon for more information.

Self Reporting Credits

Self-Report CE Credit

Any information entered here must be correct and accurate, and comply with the ARA Code of Professional Conduct. All self-reported CE records are subject to audit, and records of completed programs must be kept for four years after completion of the program. Once submitted, entries can be edited using the "Edit" and "Delete" options on the "Self-Reporting Credits" page

Professional **i** Ethics **i** Relevant Topic **i**

Transcript Activity Description (required)

Dates (required)

of CEs (required)

6. When you have entered the data for your CE program, click the **"Save"** button.
7. 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.
8. Click **"New CE Summary"** on the left side bar and verify that the **"Earned"** and **"Outstanding"** credits are now updated.
9. Review [PSCA's CE Policy](#).

Need additional support or have questions? Reach out to customer care@psca.org.