

Add Self-Recorded (non-ASCP) Credit:

Step 1 - Go to www.ascp.org and login from the right side of ASCP homepage.

You can 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.

Step 2 - Click [My ASCP](#) from welcome box in the upper-right corner on page. The following screen is displayed.

The screenshot shows the 'My Profile' page with the following sections:

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

Step 3 - Click on the [Add Self-Recorded Credit](#) link located in the Education Home section of page.

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.

The 'Add Self-Recorded Credit' form includes the following fields and instructions:

To add credit from another CME/CMLE program, complete the **Activity Type, Title, Begin Date, Certificate Date, Sponsor, Category** and **Credit** fields. Click **Submit**.

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

Buttons:

Step 4 - 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 1-800-267-2727, option 3 or

got a question?
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