

Teleconference Group Attendance:

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.

Step 2 - Click [My ASCP](#) from welcome box. The following screen is displayed.

Step 3 - Click on the link [View Site Orders](#) located in the Product Administration section of page. (If this section is missing contact ASCP Customer Service at 1-800-267-2727, option 3)

My Profile

| | |
|--|--|
| Primary Contact Info | Personal Profile |
| OFFICE 33 W Monroe St Ste 1600 Chicago, IL 60603-5308 USA Office Phone: (312) 541-4990 Primary Email: ed.polanco@ascp.org ASCP ID: 04119038 | Login Information Contact Information Demographic Information Privacy Preferences E-mail Opt-Out Preferences Meeting Accommodations View My Orders View Online Activities |
| | Product Administration |
| | Company Selection: 04042605 ASCP View Site Orders |
| | Education Home |
| | My Downloads View Transcripts & Certificates Record Session/Meeting Attendance Add Self-Recorded Credit My Courses & Exams |

Next, you will see your Order History page. Use the page numbers on the bottom of page to find your teleconference order number.

Step 4 - Click the 'Product Code' link to document group attendance. Next, the 'Manage Attendees/Participants' page will be displayed.

Order History

Site: 04042605 ASCP

Product Category: Display Inactive

| Order Date | Order No | Product Code | Product | Ordered by | Ship Date |
|------------|--------------------------------------|-------------------------|--|----------------|-----------|
| 4/17/2008 | 4000008888 Active | TC08SXX | Spring 2008 Teleconferences | Felicia Nelson | |
| | | 4060 | Investigating Asphyxial Deaths in Infants/Children | Felicia Nelson | |
| 4/10/2008 | 4000008025 Active | 000-1110-900 | 000-1110-900 | ASCP | |
| 4/10/2008 | 4000008027 Active | 000-1110-900 | 000-1110-900 | ASCP | |
| 4/2/2008 | 4000005485 Active | 5280 | Practical Diag of Hematologic Disorders | ASCP | |

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

| Manage Attendees / Participants | |
|---|---|
| Customer: 04042605 | ASCP |
| Order No.: 4000008888 | TC08SXX Spring 2008 Teleconferences 4060 Investigating Asphyxial Deaths in Infants/Children (Attendance Password) Date: 3/14/2008 CME/CME Credits: 1.00 |
| Employees | Attendees / Participants |
| <input type="checkbox"/> Select All <input type="checkbox"/> 04180651 Pedro A Ortiz <input type="checkbox"/> 04119038 Edward Polanco <input type="checkbox"/> 04064319 Tommie L Ware <input type="checkbox"/> 25283904 Ralph Wilson <input type="checkbox"/> 04113693 Jennifer R Young | <input checked="" type="checkbox"/> Select All <input checked="" type="checkbox"/> 04130967 Felicia Nelson |
| <input type="button" value="Select >>"/> <input type="button" value="<< Remove"/> | |
| <input type="checkbox"/> Employment | |
| <input type="button" value="Add new person"/> <input type="button" value="Confirm attendance"/> <input type="button" value="Cancel"/> | |

Step 5 - Click 'Add new person' icon to add attendees not present on roster. Provide **only** information denoted with an asterisk (*Customer no., First Name, Middle Name, Last Name, and Primary E-mail*); then click the submit icon.

Step 6 - Afterwards, put a check in box to adjacent attendee name or 'Select All' if applicable; then click on the **Select >>** icon.

Step 7 - Again, put a check in box to adjacent attendee name or 'Select All' if applicable; then click on the **Confirm attendance** icon when done. Note: **Please be sure you want the selected attendees before you click "Confirm Attendance"** This process cannot be reversed.

The 'Print Certificate' screen will be displayed (shown below) after you confirm attendance.

Step 8 - Place a check in box to adjacent attendee name or 'Select All' if applicable; then click on the 'Print Certificate(s)' to print. Certificate(s) will be displayed on screen.

| Print Certificates | |
|--|--|
| Customer: 04042605 | ASCP |
| Order No.: 4000008888 | TC08SXX Spring 2008 Teleconferences Begin Date: 3/14/2008 - End Date: 3/14/2008 |
| <input type="checkbox"/> Select All <input checked="" type="checkbox"/> 04130967 Felicia Nelson | |
| <input type="button" value="Print certificate(s)"/> <input type="button" value="Cancel"/> | |

If you experience any problems contact ASCP Customer Services at 1-800-267-2727 option 3, or

got a question?
chat live now 