

Record Meeting 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. (*You must already have a user account to document your meeting attendance; if not create a user account*)

You will see the following screen.

Step 3 - Click on the link [Record Session/Meeting Attendance](#) located in the 'Education Home' section of page. Next, the Record Session/Meeting Attendance screen is displayed.

My Profile

Primary Contact Info

OFFICE
Suite 1600
33 W Monroe St
Chicago, IL 60603-5300
USA
Office Phone: (312)541-4999
Primary Email: info@ascp.org
ASCP ID: 04144150

Personal Profile

- [Login Information](#)
- [Contact Information](#)
- [Demographic Information](#)
- [Education History](#)
- [Employment History](#)
- [Privacy Preferences](#)
- [E-mail Opt-Out Preferences](#)
- [Meeting Accommodations](#)
- [View My Orders](#)
- [View Online Activities](#)

Education Home

- [My Downloads](#)
- [View Transcripts & Certificates](#)
- [Record Session/Meeting Attendance](#)
- [Add Self-Recorded Credit](#)
- [My Courses & Exams](#)

Step 4 - Enter your meeting 'Order No.' and 'Attendance Password'; then click the submit icon when done. (*Obtain meeting order no. and attendance password from your seminar manager*)

Record Session/Meeting Attendance

Order No.*: (10 Char)

Attendance Password*:

Step 5 - You **must** complete the course evaluation before certificate of participation is issued.

Step 6 - To view/print your certificate, click [My ASCP](#) from welcome box. Next, you will see the following screen.

My Profile

<h4 style="margin: 0;">Primary Contact Info</h4> <p>HOME 33 W Monroe St Chicago, IL 60603-5617 USA Primary Email: jb@ascp.org</p>	<h4 style="margin: 0;">Personal Profile</h4> <p>Login Information Contact Information Demographic Information Privacy Preferences E-mail Preferences Meeting Accommodations View My Orders View Online Activities</p>
<h4 style="margin: 0;">Membership</h4> <p>ASCP ID: 04214742 Type: Member Status: Active through 12/31/2008</p>	<h4 style="margin: 0;">Education Home</h4> <p>My Downloads View Transcripts & Certificates Record Session/Meeting Attendance Add Self-Recorded Credit My Courses & Exams Manage Free CE Credits</p>

Step 7 - Click on the link [View Transcripts & Certificates](#) located in the Education Home section of page. The following screen will be displayed.

My Transcripts & Certificates

CE Credit Summary

This month:	0.00
This year:	17.00
Last year:	6.00
Lifetime:	23.00

From: To:

Certificate Date	Program	Program Title	Credits	Credit Type	ASCP Credit
3/27/2008	TC08SXX 8147	What's Hot with Gram Positive Cocci	1.00	CME/CMLE	Y
3/26/2008	TC08SXX 2954	PSA Isoforms: The Next Generation	1.00	CME/CMLE	Y
3/18/2008	CSC0706	Check Sample Cytopathology 2007 Exercise 6	1.00	CME/CMLE	Y
3/18/2008	CEUCH0702	CE Update Chemistry 20702 Online	1.00	CMLE	Y
3/6/2008	TCARS08 CS02	Do We Give Rh Immune Globulin? The Anti-G Dilemma	0.50	CME/CMLE	Y
2/7/2008	TCARS08 CS01	Hemol Transf Reac-Detection of Low Freq Antibody	0.50	CME/CMLE	Y
1/5/2008	NON_ASCP	Self-Recorded Credit	12.00	CMLE	N
12/1/2007	NON_ASCP	Excellence in education	2.00	CMLE	N
11/15/2007	LQCL0706	LabQ Clinical Laboratory 2007 Exercise 6	1.00	CMLE	Y
11/15/2007	LQCL0715	LabQ Clinical Laboratory 2007 Exercise 15	1.00	CMLE	Y

1 2

Total number of records: 11

Step 8 - Click on the program link to view/print your certificate.

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

