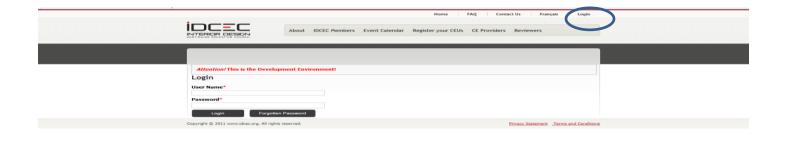
How to Schedule a CEU Event and Manage Your CEUs



Enter your chosen User Name and Password. If you forget your password click on the 'Forgot Password' button and you will be issued a temporary password. The password will be sent to the email you created for this account.

			Home FAQ	Contact Us	French Logout			
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Dashboard	Attention! This is the	Development Environment	1					
	Provider Dashboard							
Submit a Course	CourseTitle	Submitted Date	Expiry Date	Status	CEU Value			
Payment	na	15/03/2012		Approved	0.1			
	Office Space 2012	15/03/2012		Approved	0.6			
View Payment History	Aca	16/03/2012		Approved	0.3			
Instructor	test	21/03/2012		Submitted	0.6			
Manage Profile	Test123	21/03/2012		Complete	0.6			
Reset Password								

Click on course you want to schedule. You can only schedule a course that has been approved.

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Dashboard Submit a Course Payment View Payment History Instructor Manage Profile Reset Password	Attention/ This is the Development Environment! Provider Dashboard Approved Course Title Class Code Schedule Date Location ACS CC-100010-1000 29/03/2012 Toronto Indiana Manage course schedule Value Value Value
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Click on Manage Course Schedule

Submit a Course	Manage Course	Schedule				
	Course Title					
Payment	Office Space 2012					
	Type of Presentation					
View Payment History	In-Person	•				
Instructor	Date:*	Time:*	Ø			
Manage Profile	City:*	State/Prov	/ince*			
		Please Select		-		
Reset Password	Registration URL					
(Contact Information: in the CEU)*				_	
(in the CEU)* Add a New Schedule Schedule Type of Presentation	Schedule	Location	Action		
(in the CEU)* Add a New Schedule Schedule		Location New Jersey Indiana	Action	_	n
(in the CEU)* Add a New Schedule Schedule Type of Presentation	Schedule		Action Hidden		n
(in the CEU)* Add a New Schedule Schedule Type of Presentation In person	Schedule 2012/06/14 09:00	New Jersey Indiana			n
(in the CEU)* Add a New Schedule Schedule Type of Presentation In person In person	Schedule 2012/06/14 09:00 2012/04/27 10:00	New Jersey Indiana Boston Iowa	<u>Hidden</u>		n
(in the CEU)* Add a New Schedule Schedule Type of Presentation In person In person	Schedule 2012/06/14 09:00 2012/04/27 10:00 2012/04/27 10:00	New Jersey Indiana Boston Iowa Toronto Ontario	Hidden Hidden		n
(in the CEU)* Add a New Schedule Schedule Type of Presentation In person In person In person In person	Schedule 2012/06/14 09:00 2012/04/27 10:00 2012/07/20 04:00 2012/04/06 09:00	New Jersey Indiana Boston Iowa Toronto Ontario toronto Ontario	Hidden Hidden Hidden		"
(in the CEU)* Add a New Schedule Schedule Type of Presentation In person In person In person In person	Schedule 2012/06/14 09:00 2012/04/27 10:00 2012/07/20 04:00 2012/04/06 09:00 2012/04/06 09:00 2012/04/19 01:00	New Jersey Indiana Boston Iowa Toronto Ontario toronto Ontario Toronto Louisiana	Hidden Hidden Hidden Hidden		"

Fill in the schedule details and click on the 'Add New Schedule' button.

After you click on the 'Add New Schedule' button and input all the details the schedule it will show up in the grid underneath.

Click on the 'Pay Fee' tab and proceed with payment.

<u>After payment go back into the Dashboard and choose the course again.</u> It will take you to the page you left off and you will see that the 'Pay Fee' button has changed to 'Publish'

Click the 'Publish' button to insert your event in the searchable calendar of events. You can schedule and pay for courses in advance and publish them when you are ready to take registrations for the event. To remove an event you can click the 'Publish button to remove the event from the searchable calendar. Event are not searchable once the event date has passed.

			HO	me FAQ	Contact US French Logout	
		About IDCEC Members Eve	ent Calendar CE Registry	CE Providers	Reviewers	
	Dashboard	Attention! This is the Developm				
	Submit a Course	Provider Dashboard Ap				
	Payment	Course Title Class Code ACS CC-100010-1000	Schedule Date 29/03/2012	Location Toronto Indiana		
	View Payment History	Manage course schedure				
	Instructor					
	Manage Profile					
	Reset Password					
Сор	wright @ 2012 www.idcec.org. All r	ights reserved.			Privacy StatementTerms and Condition	<u>15</u>

A unique class-code will be issued for each event. This class code will enable you as the provider or your instructors report attendance for the learners. Indicate this class code on all your certificates of completion and on your attendance sheets. You are responsible for reporting attendance for all learners who have an IDCEC identification number. Ensure you collect this identification number at the time of registration starting July 01, 2012.

Important Note:

Online reporting of attendance will commence July 01, 2012, until that time continue to issue paper certificates of completion and surveys. All survey results and attendance will be mailed directly to IDCEC until June 30, 2012.