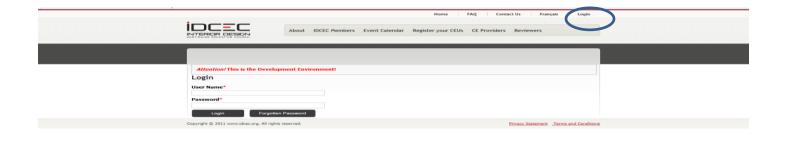# How to Schedule a CEU Event and Manage Your CEUs

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.

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

Click on Manage Course Schedule

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.

After payment go back into the Dashboard and choose the course again. 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.

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.