CE Summary and Self-Reporting Job Aid

Below are instructions for using the PSCA CE Summary and self-reporting tool

1. **Login** ([https://asppa.personifycloud.com/PersonifyEbusiness/My-Account](https://asppa.personifycloud.com/PersonifyEbusiness/My-Account)) to your PSCA Account. Enter your username and password to gain access to your My Account page.

   Use the **Forgot Username?** Or **Forgot Password?** links to find your username or reset your password.

2. On the My Account Page, navigate to the left side bar and select “CE Tracking” under the heading “Education”.

3. On the New CE Summary page, review CE Credit totals located under **Outstanding** and **Earned** column headings. When you are ready to self-report CE credits, click the “**Manage Self-Reported Credits**” link above the table or “**Self-Reporting Credits**” link from the left side bar.

4. Click “**Add**” to add a self-reported program.
5. Fill in all fields and choose a CE type – Professional, Ethics, or Relevant Topics. If you need additional information about which CE type is appropriate for your program, mouse over the icon for more information.

6. When you have entered the data for your CE program, click the “Save” button.

7. When saved, you will see a summary of the entered program information. Review it and use the “Edit” or “Delete” buttons to modify or remove the program you entered.

8. Click “New CE Summary” on the left side bar and verify that the “Earned” and “Outstanding” credits are now updated.

9. Review PSCA’s CE Policy.

Need additional support or have questions? Reach out to customercare@psca.org.