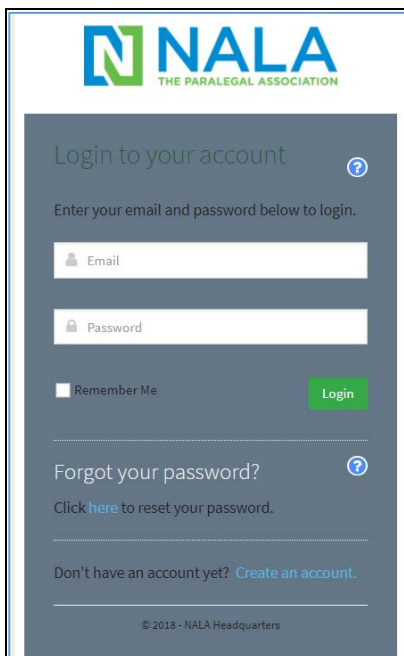


How do I enter my CLE?

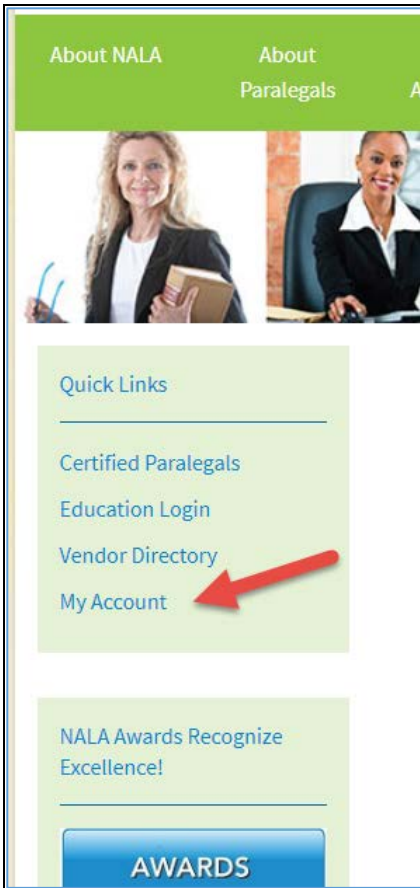
1. Log into your account by clicking **Log In** at the top right side of NALA's website at <https://www.nala.org>.



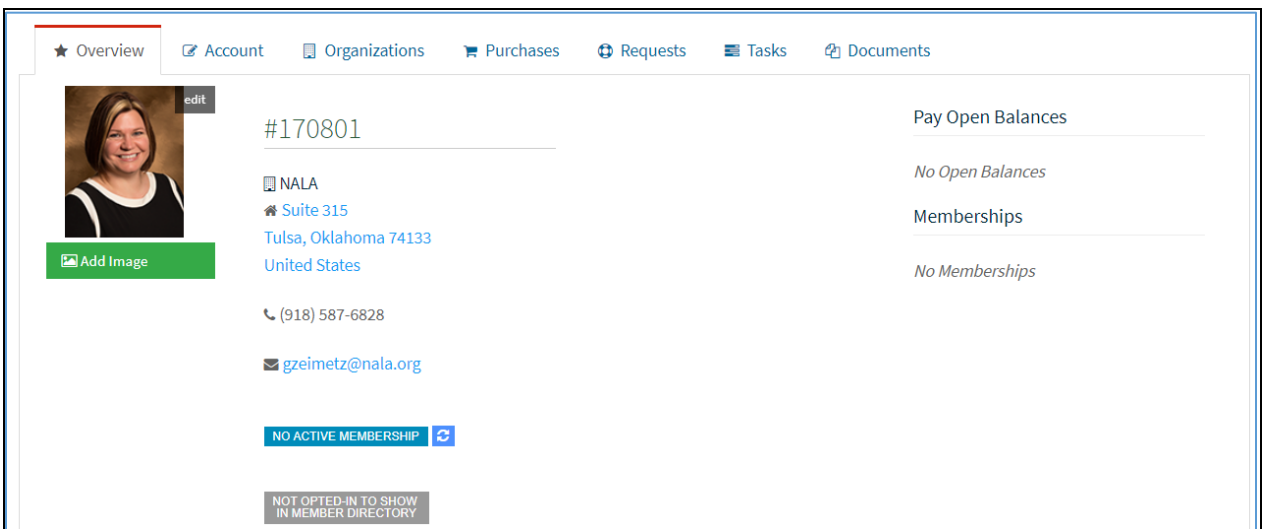
2. Enter your email and password. Be sure to use your primary email account as your log in. If you do not yet have a profile, you can create one. You can also obtain a link to reset your password.



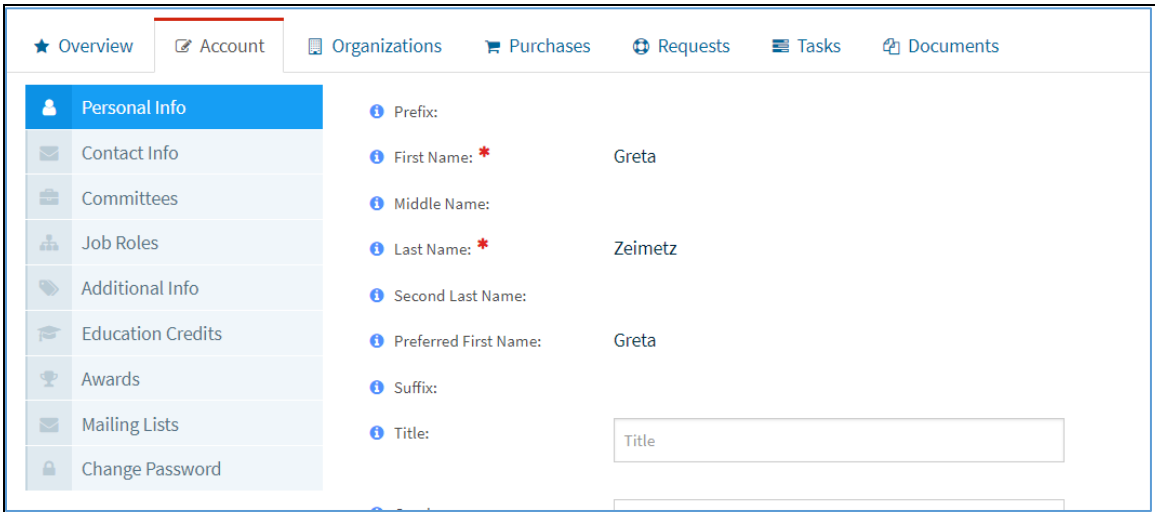
3. The NALA home page is then displayed. Click **My Account** on the left side of the window.



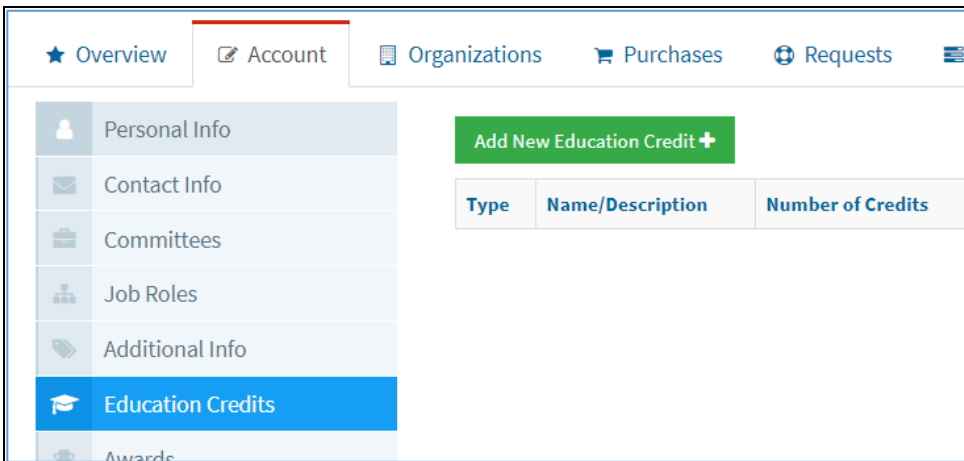
4. Your account information is now displayed.



5. Click on the **Account** tab.



- On the Menu on the left side of the window, click **Education Credits**. The Education Credits section is now displayed.

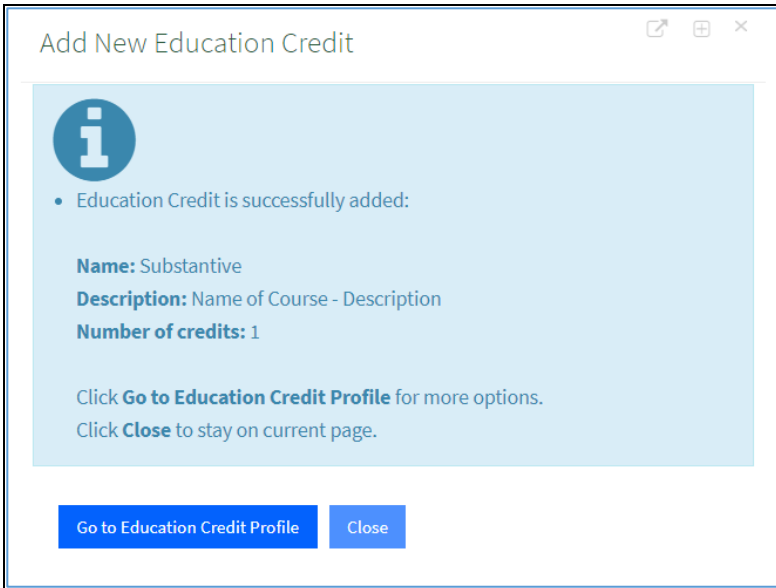


- Click on **Add New Education Credit +**. The Add New Education Credit window is displayed.
- Add **New Education Credit** popup window opens.

The screenshot shows a web form titled "Add New Education Credit". The form includes the following fields:

- Education Credit Type:** A dropdown menu with a red asterisk indicating it is required.
- Description:** A large text area with a red asterisk indicating it is required.
- Self Reported:** A checkbox that is currently checked.
- Number of Credits Earned:** A text input field with a red asterisk indicating it is required.
- Credit Earned On:** A date picker field with a blue calendar icon.
- Provider:** A dropdown menu showing "Organization" and a green plus sign to add a new provider.
- State:** A dropdown menu showing "State".
- Reference:** A text input field.

9. In the **Education Credit Type** field, click the drop down arrow and select the appropriate credit type: Legal Ethics, Non-Substantive, or Substantive.
10. In the **Description** field, enter the name and the description of the course. Please be sure to enter enough information so that it is clear as to what the course covered.
11. In the **Number of Credits Earned** field, enter the total number of hours you are reporting for this course.
12. In the **Credit Earned On** field, enter the date the credit was earned. You can type it in or click on the blue calendar icon to select it.
13. The **Provider** field and the **State** field are optional. To enter the **Provider** information, start by typing the first three letters of the provider's name. A list of providers that are in the system is displayed. Select the appropriate provider. If the provider is not displayed, click on the green + symbol to add it.
14. Leave the **Reference** field blank.
15. Click **Save**. The **Add New Education Credit** window is displayed.



16. Click either **Go to Education Credit Profile** or **Close**. If you click on **Go to Education Credit Profile**, you will view the credit you just entered. If you click **Close**, you are returned to the Account tab where you can view the credits you just entered as shown below.

Add New Education Credit +		Download Transcript					
Type	Name/Description	Number of Credits	Earned On	Status	Self Reported	Document	Edit
Substantive	Name of Course - Description	2.00	2/21/2018	PENDING	Yes	Upload	View
Substantive	Course Name - Description	2.00	2/21/2018	PENDING	Yes	Upload	View

Note: The status of the CLE submission will remain pending until NALA has approved the entry. Please do not upload any course information or documents, unless requested by NALA.

Congratulations! You have successfully entered your CLE.

[Video – How do I enter my CLE?](#)