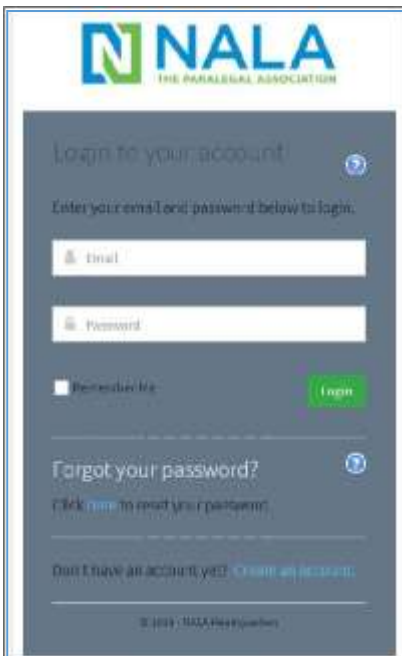


## How do I enter my CLE?

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



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















- The NALA home page is then displayed. Click **Enter/View CLE** on the right side of the window.

### QUICK LINKS

- [Enter/View CLE](#)
- [Visit/Material Requests](#)
- [NALA Commons](#)
- [My NALA Account FAQs](#)
- [NALA Awards Program](#)
- [My NALA Account](#)
- [2019 Annual Report](#)
- [NALA Membership Brochure](#)
- [Paralegal Resource Directory](#)
- [Access My Courses](#)
- [CP Directory](#)
- [Member Access](#)

- Your CLE account information is now displayed. Here, you may add CLE or view your total CLE hours.

-  Personal Info
-  Contact Info
-  Relationships
-  Committees
-  Chapters
-  Job Roles
-  Speaker Info
-  Additional Info
-  **CLE**
-  Awards
-  Change Password
-  Wealth

Add CLE
View Your Total CLE Hours

Type	Description	Number of Credits	Earned On	Status	Self Reported
Non-Substantive	SS18PL16 - Ethics in the Workplace	1.00	7/14/2020	APPROVED ON 7/16/2020	Yes
Non-Substantive	SS18PL12 - The Art of Influencing Others	1.00	7/14/2020	APPROVED ON 7/16/2020	Yes
Non-Substantive	SS18PL07 - Creative Problem Solving	1.00	6/24/2020	APPROVED ON 6/25/2020	Yes

5. Click on **Add CLE**. The Add New Education Credit window is displayed.

The screenshot shows a user interface with a navigation menu on the left and a main content area on the right. The navigation menu includes options like Personal Info, Contact Info, Relationships, Committees, Chapters, Job Roles, Speaker Info, Additional Info, and CLE. The CLE option is highlighted. In the main content area, there are two buttons: 'Add CLE' (green) and 'View Your Total CLE Hours' (blue). Below these buttons is a table with the following data:

Type	Description	Number of Credits	Earned On	Status	Self Reported
Non-Substantive	SS18PL16 - Ethics in the Workplace	1.00	7/14/2020	APPROVED ON 7/16/2020	Yes
Non-Substantive	SS18PL12 - The Art of Influencing Others	1.00	7/14/2020	APPROVED ON 7/16/2020	Yes

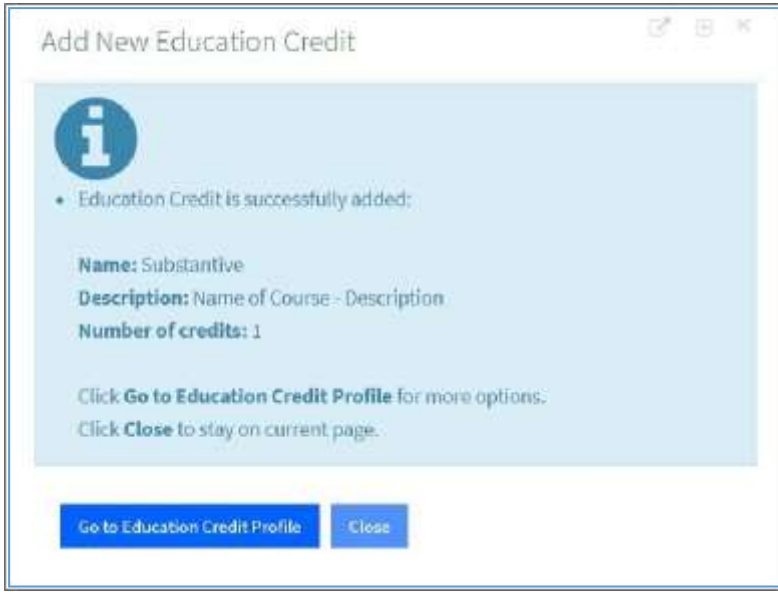
6. Add **New Education Credit** popup window opens.

The screenshot shows a window titled "Add New Education Credit" with the following fields:

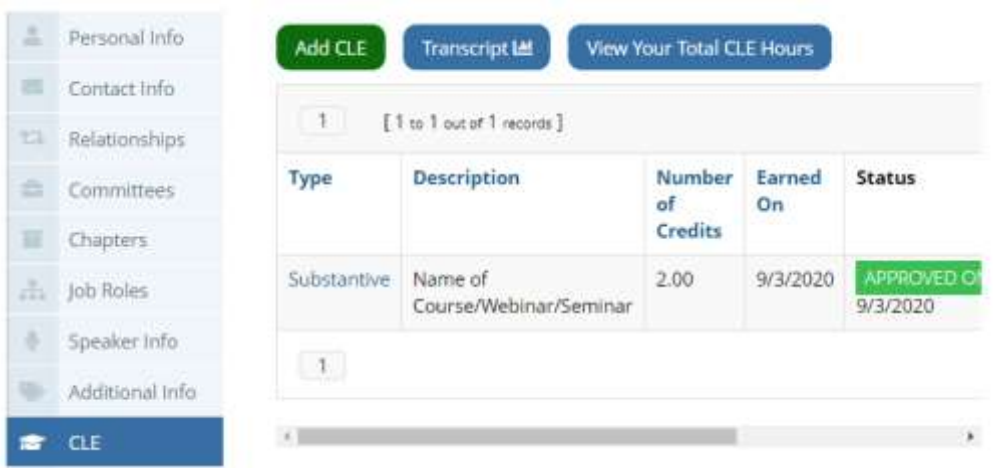
- Education Credit Type:** A dropdown menu with a red asterisk indicating it is required.
- Description:** A large text area with a red asterisk indicating it is required.
- Self Reported:** A checkbox that is currently checked.
- Number of Credits Earned:** A text input field with a red asterisk indicating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

7. In the **Education Credit Type** field, click the drop-down arrow and select the appropriate credit type: Legal Ethics, Non-Substantive, or Substantive.
8. 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.
9. In the **Number of Credits Earned** field, enter the total number of hours you are reporting for this course.
10. 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.
11. The Provider field and the State field are not required. The Provider field is not enabled to use.

12. Click **Save**. The **Add New Education Credit** window is displayed.



13. 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.



**Note:** The status of the CLE submission is automatically approved. Please do not upload any course information or documents, unless requested by NALA.

**Congratulations! You have successfully entered your CLE.**