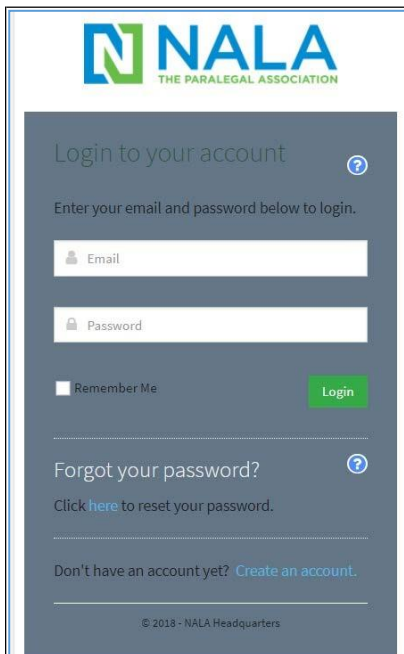


How do I enter my CLE?

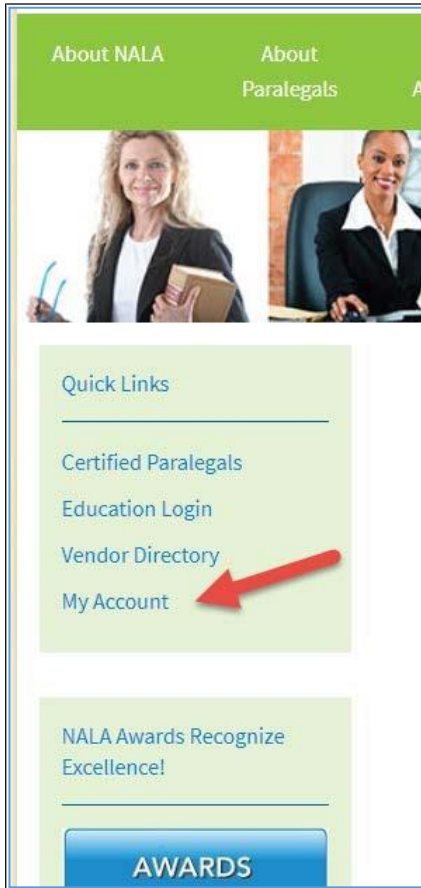
1. Login to your account by clicking **Log In** at the top right side of NALA's website at <https://www.nala.org>.



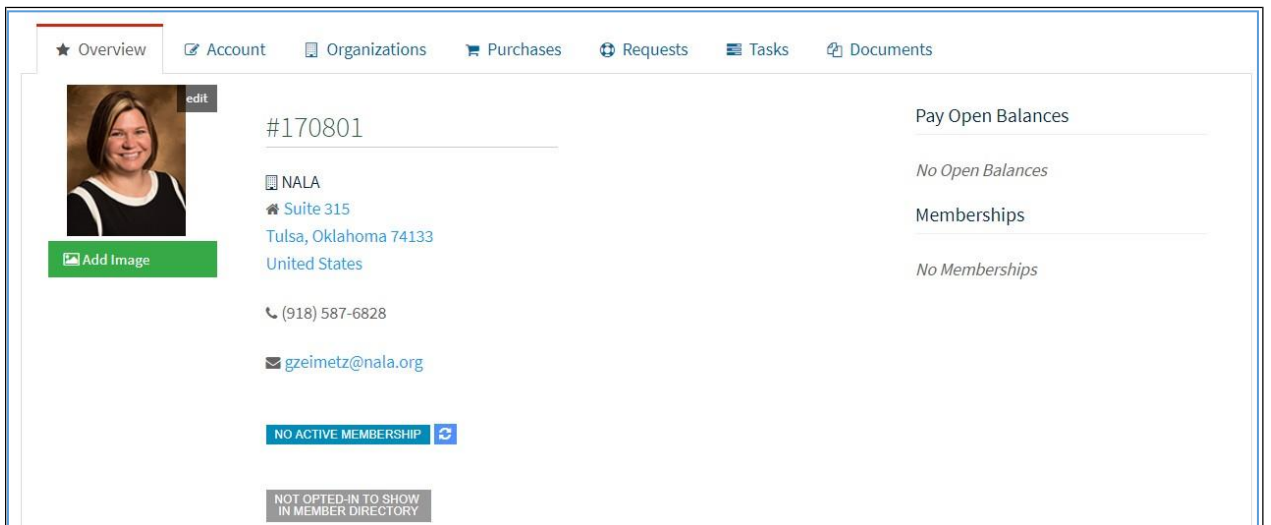
2. Enter your e-mail and password. Be sure to use your primary e-mail account as your login. If you do not yet have a profile, you can create one. You can also obtain a link to reset your password.



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.

The screenshot shows the 'Account' tab selected in a navigation menu. The left sidebar contains a list of profile sections: Personal Info, Contact Info, Committees, Job Roles, Additional Info, Education Credits, Awards, Mailing Lists, and Change Password. The 'Personal Info' section is active, displaying the following fields:

- Prefix:
- First Name: * Greta
- Middle Name:
- Last Name: * Zeimetz
- Second Last Name:
- Preferred First Name: Greta
- Suffix:
- Title:

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

The screenshot shows the 'Education Credits' section selected in the left sidebar. The main content area displays a green button labeled 'Add New Education Credit +' and a table with the following structure:

Type	Name/Description	Number of Credits
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7. Click on **Add New Education Credit +**. The Add New Education Credit window is displayed.

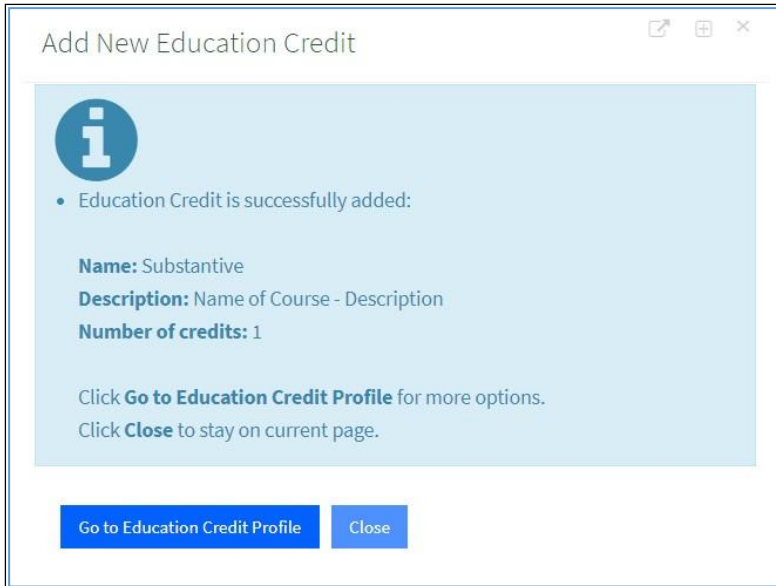
8. Add **New Education Credit** popup window opens.

The screenshot shows a popup window titled "Add New Education Credit". The window contains the following fields and controls:

- 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 text input field with a blue calendar icon to its right.
- Provider:** A dropdown menu with "Organization" selected and a green plus icon to its right.
- State:** A dropdown menu with "State" selected.
- 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 not required. The Provider field is not enabled to use.

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



15. 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.

The screenshot shows the "Account" tab interface. At the top, there are two buttons: "Add New Education Credit +" (green) and "Download Transcript" (blue). Below these is a table with the following data:

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 is automatically approved. 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?](#)