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 NALA Account** on the left side of the window.

4. Your account information is now displayed.
5. Click on the **Account** tab.

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

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

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.

![Add New Education Credit Window](image)

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.

![Credit Profile](image)

**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.**