

HOW DO I GET MY CE'S?

Accessing your CEU credit information:

1. Log into the MPA portal.
2. From the main login portal screen, under "Quicklinks," click on the blue tab labeled "My CEU Files." Your CEU information will be listed there.

Printing CEU transcripts:

- To print your **entire CEU file**, click "export PDF."
- This will export a PDF document of ALL your MPA sponsored CEs

Sort for a 1-day event:

- **Start date:** enter the **day before the event**
- **End date:** enter the **day of the event**
- Click "apply filter"
- Click "export PDF"
- You may then save on your computer and/or print your CEU information.
- **Example:** Event date is 4/22/22: **start date** is 4/21/22; **end date** is 4/22/22

Sorting by date range:

- To sort your CEU information based on a date range, enter beginning and ending dates (**remember:** for the FIRST date you want included, you MUST enter the DAY BEFORE the actual event date).
- click "apply filter"
- click "export PDF"
- You may then save on your computer and/or print your CEU information.