Below are instructions for using the new CE Summary and self-reporting tool:
Watch our easy step-by-step video here.

1. Click “Login” or “My Account” from the top menu of napa-net.org, or click here: https://asppa.personifycloud.com/PersonifyEbusiness/Home

2. Enter your username and password to gain access to your My Account page. Use the Forgot Username? Or Forgot Password? links to find your username or reset your password.

3. Once you are logged in, click the “Go to My Account” button or click the “My Account” link on the top menu.

4. On the My Account Page, navigate to the left side bar and look for the heading “Education”. Under the “Education” heading look for the link for “CE Tracking”.

![CE Tracking Link on My Account Page](Image)
5. Click the “CE Tracking” link under the “Education” heading or click here: http://asppa.personifycloud.com/PersonifyEbusiness/My-Account/New-CE-Summary

6. This is the New CE Summary page. Review CE Credit totals located under Outstanding and Earned column headings. Note the Complete By date.

7. When you are ready to self-report CE credits, click the “Manage Self-Reported Credits” link above the table or “Self-Reporting Credits” link from the left side bar.

8. Click “Add” to add a self-reported program.

9. Fill in all fields and choose a CE type – Professional, Ethics, or Relevant Topics
10. If you need additional information about which CE type is appropriate for your program, mouse over the icon for more information.

11. When you have entered the data for your CE program, click the “Save” button.

12. When saved, you will see a summary of the entered program information. Review it and use the “Edit” or “Delete” buttons to modify or remove the program you entered.

13. Click “New CE Summary” on the left side bar and check to verify that the “Earned” and “Outstanding” credits changed according to what you entered. Here is an example of an updated CE Summary with one (1) CE reported:

<table>
<thead>
<tr>
<th>Organization/Type</th>
<th>Earned</th>
<th>Outstanding</th>
<th>Complete by</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAPA Continuing Education</td>
<td>1</td>
<td>4</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>NAPA Ethics</td>
<td>0</td>
<td>1</td>
<td>12/31/2019</td>
</tr>
<tr>
<td>NAPA Relevant Topics</td>
<td>0</td>
<td>4</td>
<td>12/31/2019</td>
</tr>
</tbody>
</table>

14. To review a report that can be printed or saved to your computer, Select “CE Reports” from the left side bar. Enter custom dates and click “Search” or click “Run for Current CE Cycle” to run the report for the current cycle.

To review the NAPA CE policy guidelines, click the “NAPA CE Policy” link on the left side bar.

Reminder you can watch our easy step-by-step video here.

Need additional support or have questions? Call 703 516 9300 or email CustomerCare@napa-net.org!