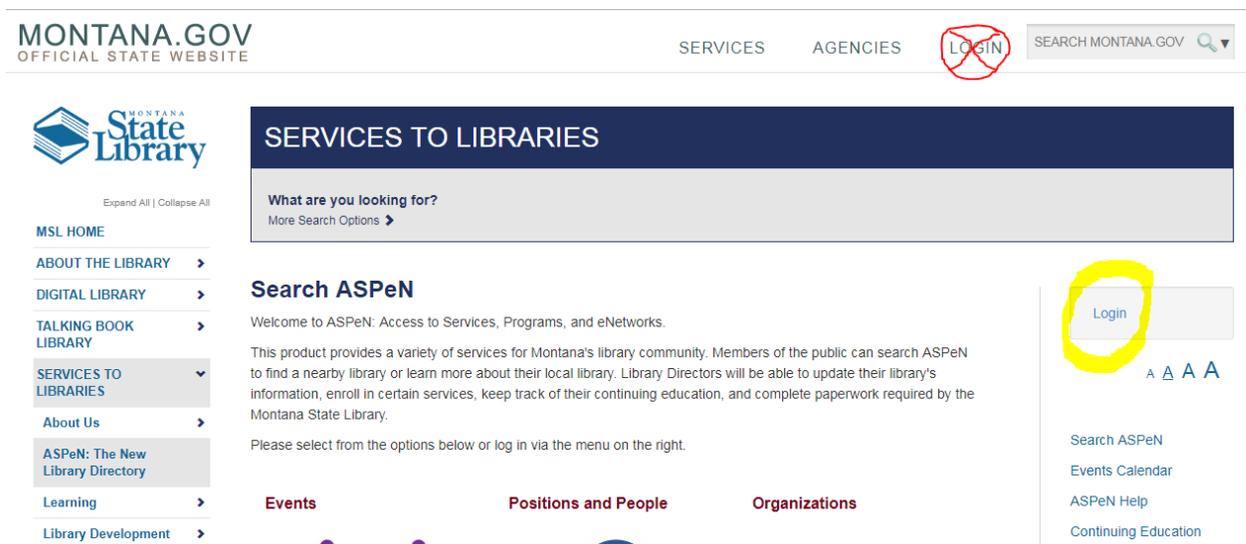


Are you not seeing your Continuing Education credit breakdown in ASPeN try this

1. Open the ASPeN Website (<http://aspen.mt.gov/>)
2. Click Login as seen below to access ASPeN



The screenshot shows the Montana State Library website. At the top, there is a navigation bar with 'MONTANA.GOV OFFICIAL STATE WEBSITE', 'SERVICES', 'AGENCIES', and a search bar. Below this is a 'SERVICES TO LIBRARIES' section with a search bar and a 'Login' button circled in yellow. The main content area includes a 'Search ASPeN' section with a welcome message and instructions. On the right side, there is a sidebar with a 'Login' button circled in yellow and a list of links: 'Search ASPeN', 'Events Calendar', 'ASPeN Help', and 'Continuing Education'.

3. Login to Montana State Library ePass

Montana State Library ePass Login

The Montana State Library utilizes the ePass system for application login. You will be temporarily redirected to the secure Montana.gov website for authentication.

If you previously used a login to access State Library services, you will have an opportunity to connect that information with our updated system.

 ePass Montana

▶ Login using ePass Montana

Login Close

4. Go to Continuing Education

The screenshot shows the Montana State Library website. At the top, there is a navigation bar with 'SERVICES', 'AGENCIES', and 'LOGIN' links, along with a search box. The main header is 'SERVICES TO LIBRARIES'. Below this is a search bar with the text 'What are you looking for?' and a 'More Search Options' link. The 'Search ASPeN' section is highlighted, with a welcome message and a description of the service. Below the description are three icons: 'Events' (calendar), 'Positions and People' (person), and 'Organizations' (building). On the right side, there is a 'Welcome' section with links for 'Logout', 'ePass', 'Montana Home', 'ASPeN User', 'ASPeN Verification', 'SLR', 'MSL Admin', and 'MSL ASPeN Admin'. At the bottom right, there is a 'Continuing Education' link circled in yellow.

5. ACK! All my CE Credits are missing. Likely this isn't true you may not have selected a certification track in ASPeN yet. To correct this Select the drop down for Add New Certification Track. Select your Track and Click Go!

Continuing Education

Need Help? [Continuing Education](#), [Continuing Education \(Admin\)](#)

Certification Track

View/Edit Current Certification Track

Program Track	Progress	Status	Type	Begin Date	End Date
---------------	----------	--------	------	------------	----------

None

[View/Edit Past Continuing Education Program Track Participations](#)

Add New Certification Track

Select Track

- Montana State Library Certification - Library Administrator Track
- Montana State Library Certification - Library Staff Track
- Montana State Library Certification - Trustee Track

Manage Current Continuing Education Program Track Participation Email Notifications

8. You should now see a matrix of Continuing Education credits as you scroll down the page. The example below is from a user with no credits. If you have credits these will be filled in. If you do not see this matrix DO NOT add another track but contact ASPeN support.

Eligible Continuing Education Credits

Expired and Denied credits are excluded from this list. Change the status of a Continuing Education Credit to Denied by clicking on its name in the list. You will be redirected back to this page when you are done.

	Progress	Required	Optional Specialization	Total CE Credits	Credits that meet minimum requirement	Credits needed to meet minimum requirement
All	<input type="text" value="0.0"/>	60.0		0.0	0.0	60.0
Categories						
Collection Management and Technical Services	<input type="text" value="0.0"/>	10.0	20.0	0.0	0.0	10.0
Library Services to the Public	<input type="text" value="0.0"/>	10.0	20.0	0.0	0.0	10.0
Library Administration	<input type="text" value="0.0"/>	10.0		0.0	0.0	10.0
Technology	<input type="text" value="0.0"/>	10.0	20.0	0.0	0.0	10.0
Required Elective Credits	<input type="text" value="0.0"/>	20.0		0.0	0.0	20.0

Credit Detail

	Status	Origin Date	Expiration Date	Credit Value
Collection Management and Technical Services				0
	Status	Origin Date	Expiration Date	Credit Value
Library Services to the Public				0
	Status	Origin Date	Expiration Date	Credit Value
Library Administration				0
	Status	Origin Date	Expiration Date	Credit Value
Technology				0