

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

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

MONTANA.GOV					SERVICES	AGENCIES	LOCIN	SEARCH MONTANA.GOV	
Expand All Collage	y pse All	SERVICE What are you loo	ES TO LIBRA	RIES					
MSL HOME		More Search Options	•						
ABOUT THE LIBRARY	>								
DIGITAL LIBRARY	>	Search ASE	Search ASPeN						
TALKING BOOK	>	Welcome to ASPeN:	Access to Services, Prog	rams, and eNetworks.		Login			
LIBRARY		This product provide	s a variety of services for	Montana's library commu	nity. Members of	the public can search	ASPeN		
SERVICES TO v to find a nearby library or learn more about their local library. Lib LIBRARIES information, enroll in certain services, keep track of their continu					ectors will be able cation, and comp	A A A			
About Us	>	Montana State Libra	у.						
ASPeN: The New Please select from the options below or log in via the menu on the right.								Search ASPeN	
Library Directory								Events Calendar	
Learning	>	Events	ASPeN Help						
Library Development	>			Continuing Education					

3. Login to Montana State Library ePass



4. Go to Continuing Education

MONTANA.	GO	DV TE		SERVICES	AGENCIES	LOGIN	SEARCH MONTANA GOV		
	y	SERVICES	TO LIBRARIES						
Expand At Caller	cae 43	What are you looking More Search Options >	for?						
ABOUT THE LIBRARY	>								
DIGITAL LIBRARY	>	Search ASPeN					Welcome		
TALKING BOOK	>	Welcome to ASPeN: Acce	Welcome to ASPeN: Access to Services. Programs, and eNetworks.						
SERVICES TO LIBRARIES	*	This product provides a va to find a nearby library or i information, enroll in certai	This product provides a variety of services for Montana's library community. Members of the public can search ASPeN to find a nearby library or learn more about their local library. Library Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the						
About Us	>	Montana State Library:					ASPeN Ventication SLR		
ASPeN: The New Library Directory		Please select from the opt	ons below or log in via the menu on the ri	ght			MSL Admin MSL ASPeN Admin		
Learning	>	Events	Positions and People	Orga	nizations				
Library Development	>						AAAA		
Montana Memory Project							ASPeN Admin		
Montana Shared Catalog					TRIT	1	Search ASPeN		
Statewide Projects	>						Events Calendar		
LEGISLATIVE							ASPen Help		
SNAPSHOT							Continuing Education		

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	Туре	Begin Date	End Date	
		None						
		View/Edit Past C	ontinuing Educa	tion Progr	ram Tra	ck Participat	ions	
Add New Certification Track	6	Select Track	Montana State	e Library	Certifica	ition - Librar	y <mark>v </mark> 60	
	-	2	Montana Stat	e Library	Certifica	ition - Libran	y Administrator	r Track
Manage Manage Manage Education Program Track Montana State Library Certification - Trustee Track Participation Email Notifications Manage					y Staff Track e Track			

6. Fill in the requested information and Save the form.

Continuing Education Program Track Participations - Create New

Person	6	Your Name Here	••••
Continuing Education Program Track	6	Montana State Library Certification - Library Staff Track	••••
Begin Date	0	Your Begin Date	•
End Date	6	End Date will be 48 months past the Begin Date.	
Validation Position	0		• 🖪
Email Validation Position Throughout	0	The validation position will have an opportunity to determine whether they would like to be throughout the continuing education process.	emailed
Required	1		
Recognition Positions	0	Show Hide	
Recognition Mail Government Official	0		
Recognition Mail Government Official Information	0	X ⓑ ⓓ ⓓ I ♠ ≁ I Q, \$a I ∰ I ఊ ः t t i ⊕ ⊕ ♥ ■ I B I U I ■ ⊞ ≣ Styles -	
Save			

7. After Saving you will get the following message.

Continuing Education Program Track Participations - Detail

Congratulations, your record has been created.

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		60.0		0.0	0.0	60.0
Categories						
Collection Management and Technical Services		10.0	20.0	0.0	0.0	10.0
Library Services to the Public		10.0	20.0	0.0	0.0	10.0
Library Administration		10.0		0.0	0.0	10.0
Technology		10.0	20.0	0.0	0.0	10.0
Required Elective Credits		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