MONTANA State Library
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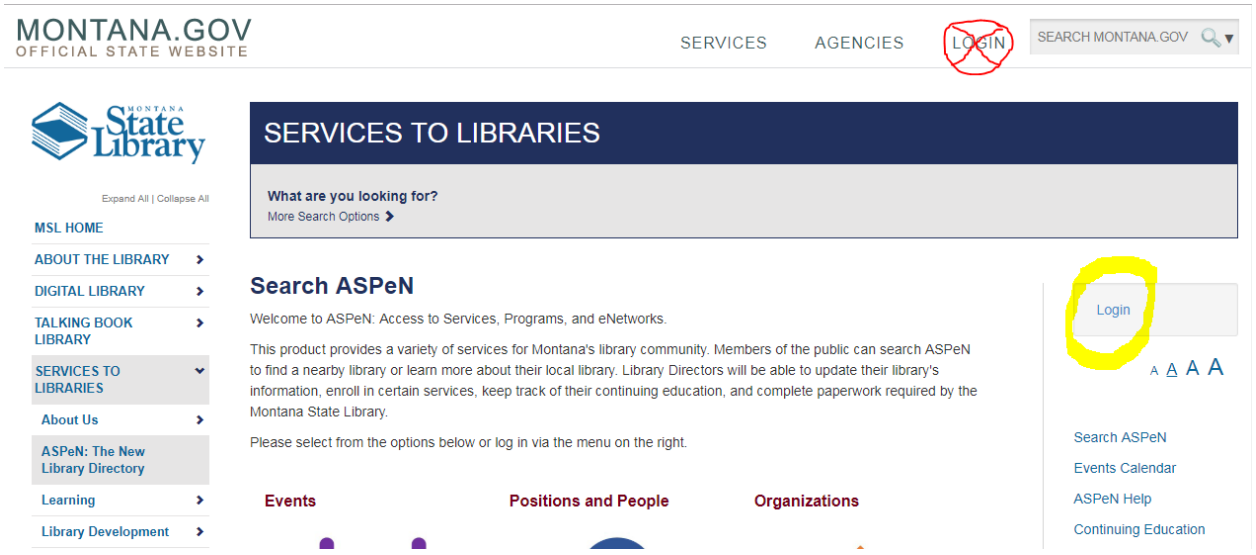
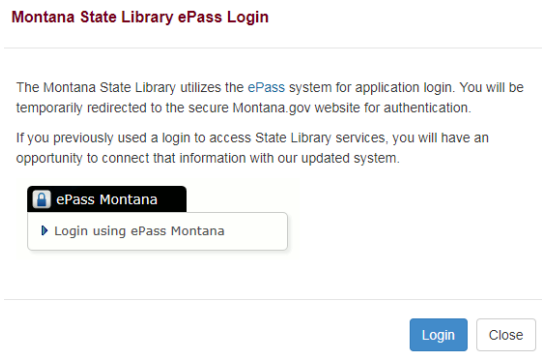
Adding Continuing Education Credits to ASPeN

This process shouldn't be necessary for any classes and events that you have signed up through the ASPeN system. For third party and historical training, it will be necessary to add your credits to the ASPeN system.

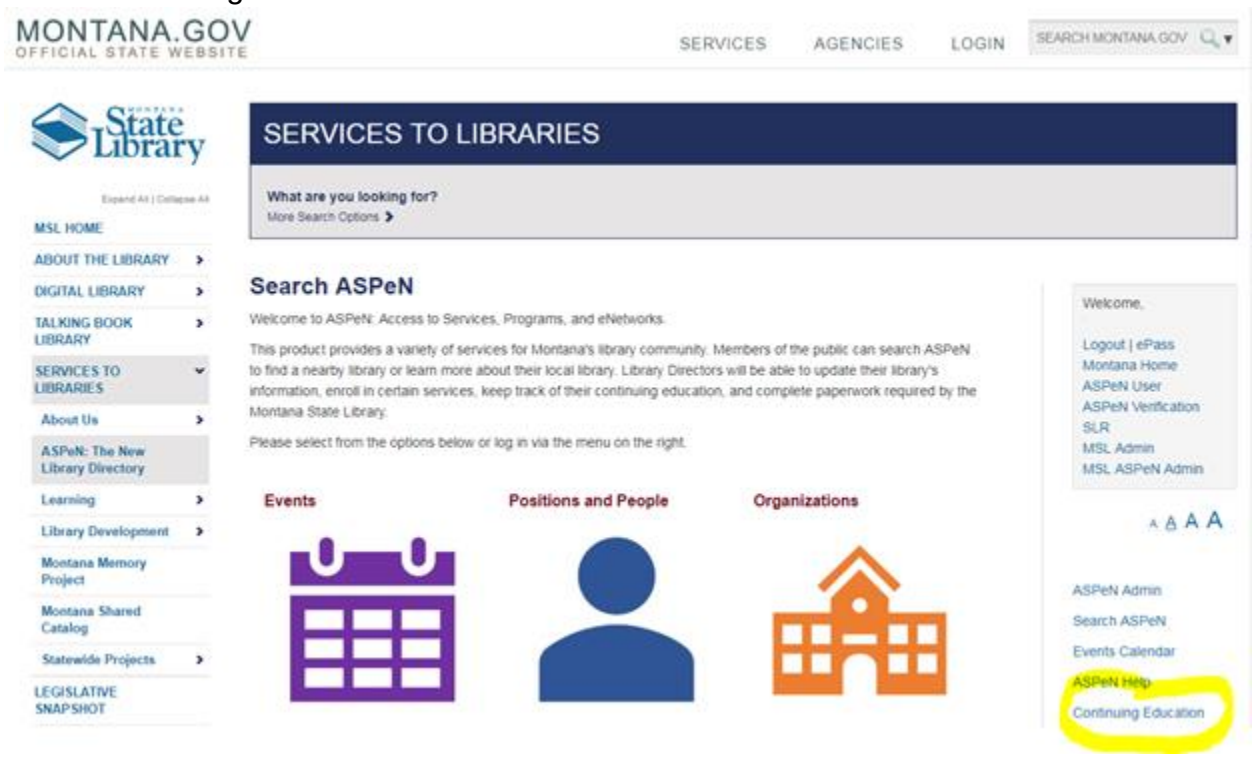
1. Open the ASPeN Website (http://aspen.mt.gov/)
2. Click Login as seen below to access ASPeN



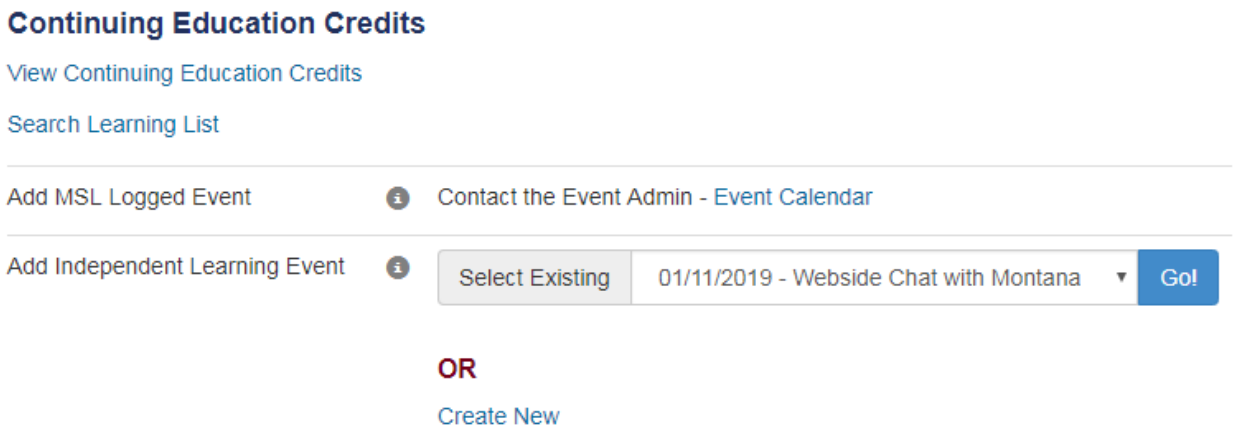
3. Login to Montana State Library ePass



4. Go to Continuing Education



5. Scroll to the bottom of the Continuing Education page where you will have several options.



5.1. If the Continuing Education credits were through an MSL ASPeN event/class and you don't see a record, you will need to contact the Event Administrator so that they may issue you the credits.

5.2. If the event was somewhat common, it might already be in the system however as it is a non-MSL event the system will not have a record. Some credit sources might be a webinar or other non-MSL training that many people may have taken. Select the session from the drop down, and press Go!

5.3. For a new event or less common event that others may not have taken or entered into ASPeN yet. You can then Create New and enter the necessary information and Save. Remember to try and fill out as much information as possible as it is possible for events to look similar. More detail will make it easier for others that might need the same credit to find it at a later date.

6. Now when you review your current track, you should see the additional credits you have added in your summary.