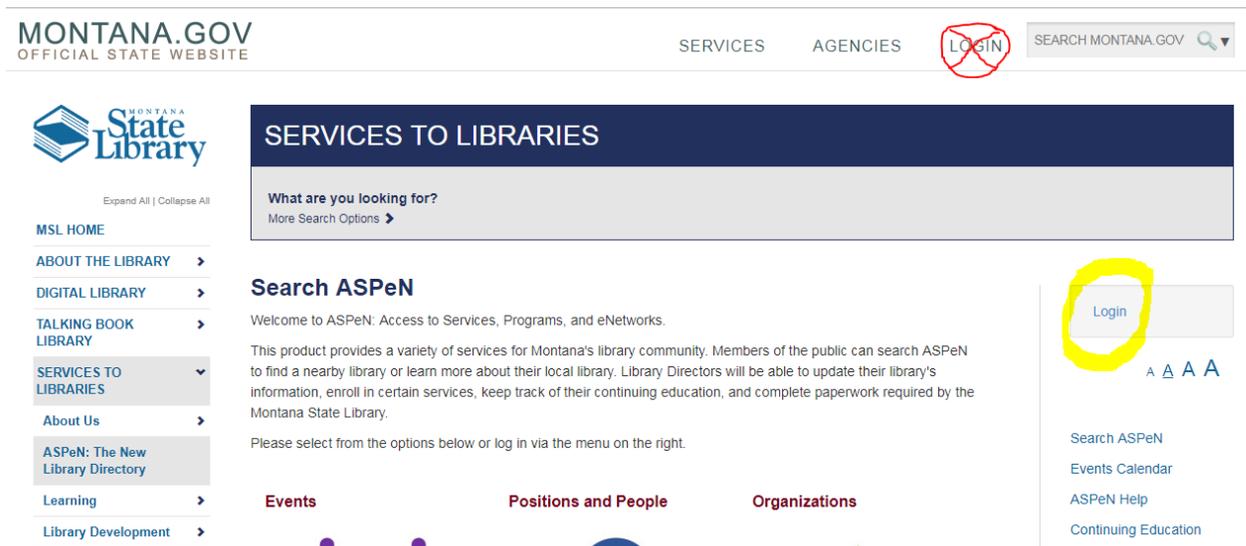


Adding Continuing Education Credits to ASPeN

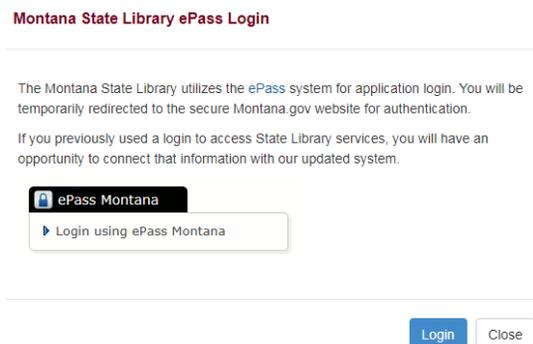
This process shouldn't be necessary for any classes and events that you have signed up through the ASPeN system. For third party and historical training, it will be necessary to add your credits to the ASPeN system.

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



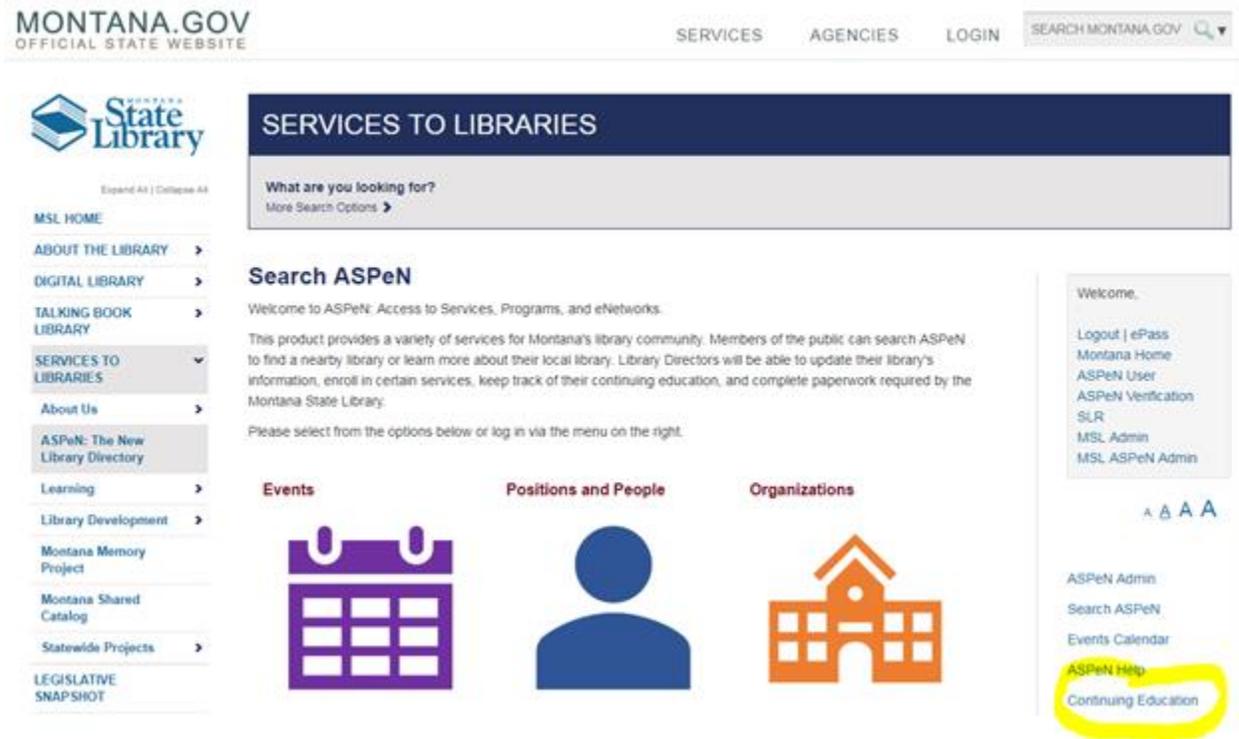
The screenshot shows the Montana State Library website interface. At the top, there is a navigation bar with 'MONTANA.GOV OFFICIAL STATE WEBSITE', 'SERVICES', 'AGENCIES', and a search box. Below this is a dark blue header for 'SERVICES TO LIBRARIES'. A search bar asks 'What are you looking for?'. The main content area is titled 'Search ASPeN' and includes a welcome message and instructions. On the right side, a 'Login' button is highlighted with a yellow circle. Below the main content, there are three tabs: 'Events', 'Positions and People', and 'Organizations'. A sidebar on the left contains a menu with options like 'MSL HOME', 'ABOUT THE LIBRARY', 'DIGITAL LIBRARY', 'TALKING BOOK LIBRARY', 'SERVICES TO LIBRARIES', 'About Us', 'ASPeN: The New Library Directory', 'Learning', and 'Library Development'.

3. Login to Montana State Library ePass



The screenshot shows the 'Montana State Library ePass Login' page. It contains the following text: 'The Montana State Library utilizes the ePass system for application login. You will be temporarily redirected to the secure Montana.gov website for authentication.' and 'If you previously used a login to access State Library services, you will have an opportunity to connect that information with our updated system.' Below the text is a button labeled 'Login using ePass Montana'. At the bottom of the page, there are two buttons: 'Login' and 'Close'.

4. Go to Continuing Education



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

Continuing Education Credits

[View Continuing Education Credits](#)

[Search Learning List](#)

Add MSL Logged Event

[Contact the Event Admin - Event Calendar](#)

Add Independent Learning Event

Select Existing

01/11/2019 - Webside Chat with Montana

Go!

OR

[Create New](#)

- 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!

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- 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.