

Course Credit Instructions

1. Log on to our default homepage

(<http://www.planion.com/Web.Admin/Login?Account=ASMBS>)

2. Enter FirstNameLastName and Email



FirstNameLastName:

Email Address:

Username: Your first and last name with no spaces (not case sensitive)

FirstNameLastName:

Password: Your email address (the email address you gave when registering – not case sensitive)

Email Address:

3. **Fill out evaluations.** Click next to the activity you attended. After completing the evaluation, a check mark ✓ will appear indicating that your evaluation has been posted.

4. **Enter your credits.** Once your evaluation is submitted, a box will appear for you to enter credits commensurate to your participation in the activity.

5. **Access your certificate.** Click the My Certificates tab to obtain your certificate, or logout and return to site at a later date.