

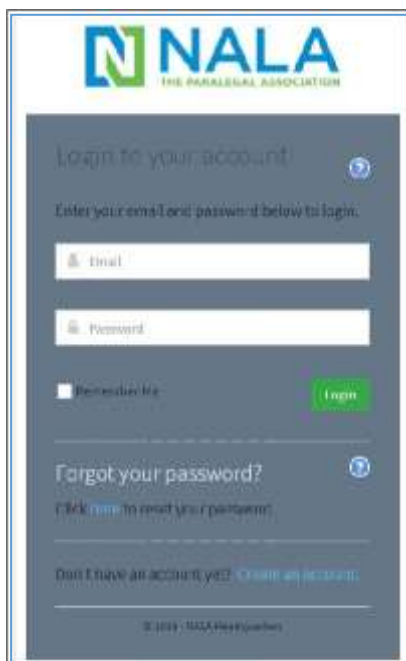
## HOW TO ENTER YOUR CLE

1. Go to the NALA website – [www.nala.org](http://www.nala.org)

2. Click **Login** on top right side of page.



3. Login using your preferred NALA email address and password you created.



4. Once logged in click on **Portal** on the top right side of page.



5. Once you have accessed your Portal click on **My Profile**

# Welcome to NALA

Thank you for accessing your NALA account.

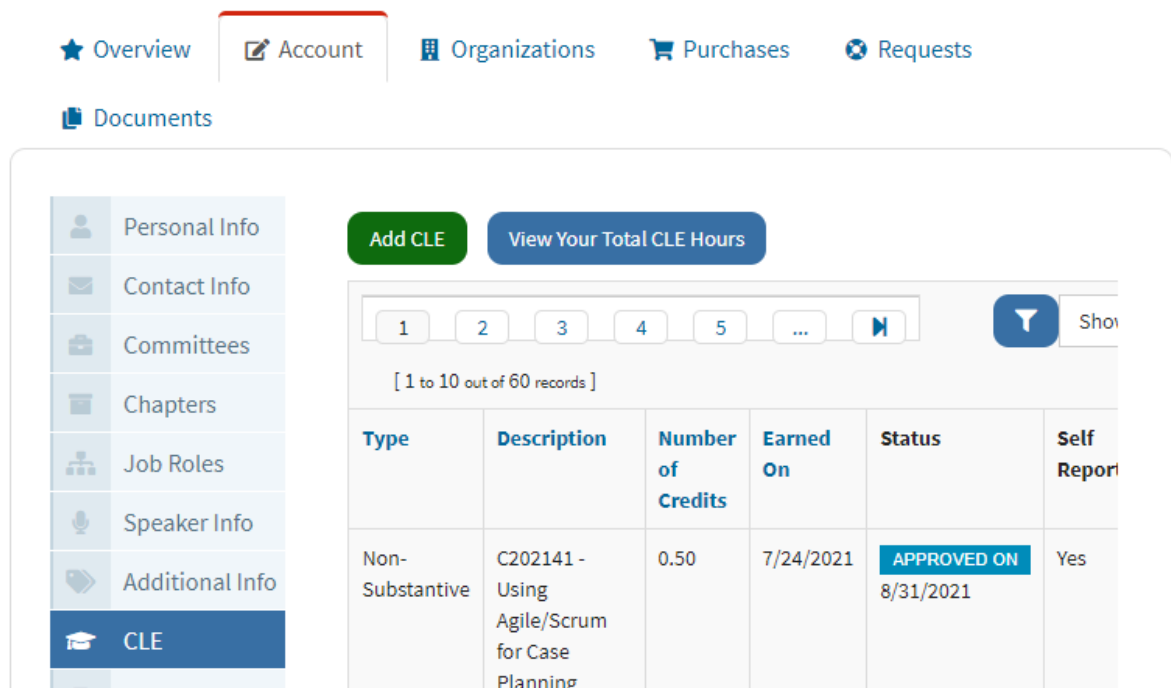
Once logged in, you can just click on any of the buttons below to access your account, make purchases, log you much more. If you have any questions, please do not hesitate to contact NALA for assistance.

## My Profile

To renew your membership, change your contact information, or to log your CLE, click on My Profile.












6. Your NALA account information should now be displayed.



The screenshot shows the NALA account dashboard. At the top, there are navigation tabs: Overview, Account (highlighted with a red border), Organizations, Purchases, and Requests. Below these is a Documents section. The main content area features a sidebar with menu items: Personal Info, Contact Info, Committees, Chapters, Job Roles, Speaker Info, Additional Info, and CLE (highlighted in blue). To the right of the sidebar are two buttons: 'Add CLE' (green) and 'View Your Total CLE Hours' (blue). Below these buttons is a table with a pagination control showing records 1 through 5, and a search filter icon. The table has the following data:


Type	Description	Number of Credits	Earned On	Status	Self Report
Non-Substantive	C202141 - Using Agile/Scrum for Case Planning	0.50	7/24/2021	APPROVED ON 8/31/2021	Yes

7. Click on **Add CLE**. The Add New Education Credit window is displayed.

-  Personal Info
-  Contact Info
-  Relationships
-  Committees
-  Chapters
-  Job Roles
-  Speaker Info
-  Additional Info
-  **CLE**




**Add CLE**

**View Your Total CLE Hours**

1 2 [ 1 to 10 out of 13 records ]  Show 10

Type	Description	Number of Credits	Earned On	Status	Self Reported
Non-Substantive	SS18PL16 - Ethics in the Workplace	1.00	7/14/2020	<b>APPROVED ON</b> 7/16/2020	Yes
Non-Substantive	SS18PL12 - The Art of Influencing Others	1.00	7/14/2020	<b>APPROVED ON</b> 7/16/2020	Yes

**8. Add New Education Credit popup window opens.**

**Add New Education Credit**   


**Education Credit Type:** \*

**Description:** \*


**Self Reported:**

**Number of Credits Earned:** \*

**Credit Earned On:** \*



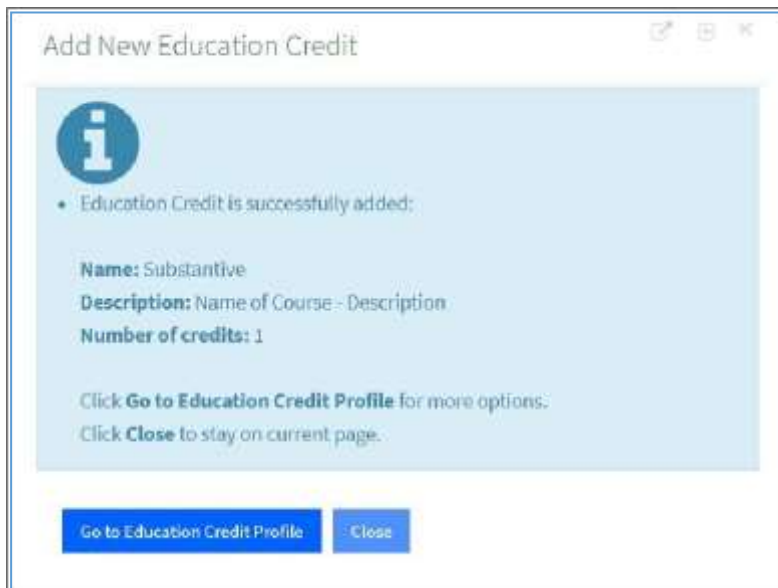
**Provider:**



**State:**

**References:**

9. In the **Education Credit Type** field, click the drop-down arrow and select the appropriate credit type: Legal Ethics, Non-Substantive, or Substantive.
10. In the **Description** field, enter the name and the description of the course. Please be sure to enter enough information so that it is clear as to what the course covered.
11. In the **Number of Credits Earned** field, enter the total number of hours you are reporting for this course.
12. In the **Credit Earned On** field, enter the date the credit was earned. You can type it in or click on the blue calendar icon to select it.
13. The Provider field and the State field are not required. The Provider field is not enabled to use.
14. Click **Save**. The **Add New Education Credit** window is displayed.



15. Click either **Go to Education Credit Profile** or **Close**. If you click on **Go to Education Credit Profile**, you will view the credit you just entered. If you click **Close**, you are returned to the Account tab where you can view the credits you just entered as shown below.

The screenshot displays a user interface for managing CLE (Continuing Legal Education) submissions. On the left, a vertical sidebar contains menu items: Personal Info, Contact Info, Relationships, Committees, Chapters, Job Roles, Speaker Info, Additional Info, and CLE (which is highlighted). The main area features three buttons at the top: 'Add CLE' (green), 'Transcript' (blue), and 'View Your Total CLE Hours' (blue). Below these buttons is a table with a single record. The table has five columns: Type, Description, Number of Credits, Earned On, and Status. The record shows a 'Substantive' type, 'Name of Course/Webinar/Seminar' description, '2.00' credits, '9/3/2020' earned date, and a status of 'APPROVED ON 9/3/2020'. A pagination bar at the bottom indicates '1' record out of '1' total records.

Type	Description	Number of Credits	Earned On	Status
Substantive	Name of Course/Webinar/Seminar	2.00	9/3/2020	APPROVED ON 9/3/2020

**Note:** The status of the CLE submission is automatically approved. Please do not upload any course information or documents, unless requested by NALA.

**Congratulations! You have successfully entered your CLE.**