HOW TO ENTER YOUR CLE

1. Go to the NALA website – 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
6. Your NALA account information should now be displayed.

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