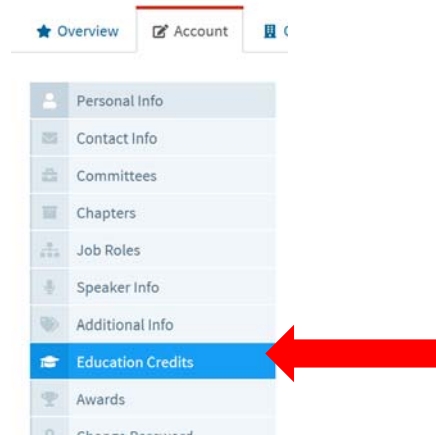
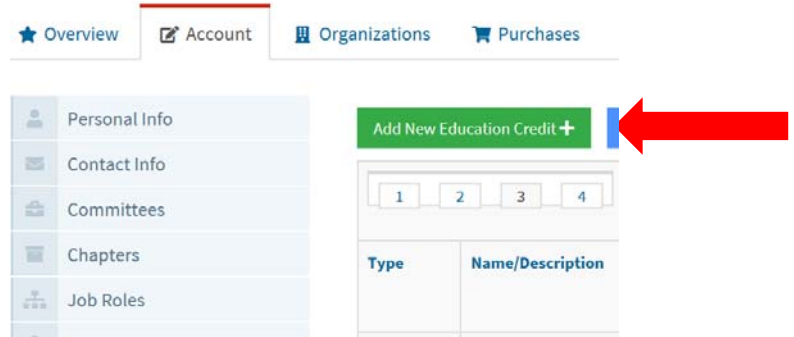


**Step 1** Log in to your NALA online account.

**Step 2** On the left hand side, select Education Credits



**Step 3** Click on Add New Education Credit



**Step 4** –Complete the Pop Up form – all fields must be completed. All information is contained on the Certificate of Attendance.

Add New Education Credit

1 Education Credit Type: \*


1 Name/Description: \*

1 Number of Credits Earned: \*

1 Credit Earned On: \*

1 State/Province:

1 Reference:

overview Account

Personal Info  
Contact Info  
Committees  
Chapters  
Job Roles  
Speaker Info  
Additional Info  
**Education Credits**  
Awards  
Change Password  
Privacy  
Mailing Lists

Add New Education Credit

1 Education Credit Type: \*


1 Name/Description: \*

 0 / 90  
  

1 Number of Credits Earned: \*

1 Credit Earned On: \*

1 State/Province:

1 Reference:

1 State/Province:  
Illinois


1 Reference:  
None - See Virtual Sign In Sheet Attached

Save Cancel

**Be sure to SAVE !**



### Step 5 – Success !



- Education Credit is successfully added:

**Name:** Substantive  
**Description:** US Supreme Court Update  
**Number of credits:** 1 0 / 90

Click **Go to Education Credit Profile** for more options.  
Click **Close** to stay on current page.

Close

