INSTRUCTIONS CLAIMING PXE'S

This course is eligible for PXEs. You must complete the course evaluation within **30 days** to receive PXE credit.

1. Click the PXE claiming link and sign in to your portal
   a. *Note: If you have not used this portal to claim PXE credits in the past, you must register first.*

If you are a returning user, enter your already established username and password for the website. (You can request a password reset)

*New users will click the "Haven't Registered" link and follow directions to create a profile.

1. Once signed in, complete the PXE survey questions.
2. The PXE credit will be added to your transcript.
3. You will receive an email after completing the survey with verification of your attendance.
4. If you wish to print a certificate or a copy of your transcript, you can login into your portal and click "Quick Links" and "Professional Development". You will then be able to print/email your transcripts or click a certificate for your specific class.

To add Credit documentation to your Transcripts
To add Credits to your transcript while logged into your portal:
- Click "My Profile"
- Click "Quick Links"
- Click "Professional Development"
- On this screen you will see "Add Entry" above your credits listed
- Click "Add Entry" and then fill in the information regarding the documentation that you are adding. You will NOT pick a certification
  o Expiration date is the renewal date for your designation (Ex 4/30/2022)
  o Upload a copy of the certificate or documentation you have for these credits, and then hit "Save"
- You will then see those credits listed on your transcripts. Repeat above steps until you've added all your credit documentation to your transcripts.
- You can then "Print" your transcript as a PDF and save it to your computer or email it to yourself for your records and review.