How to Report Post Activity Attendance in the AAST CEC Portal

Within 45 days after the completion of your activity, please complete the following steps to upload your post activity documents to the AAST CEC Portal. Without these documents and completion of all steps below, AAST cannot issue CEC certificates to your participants.

1. Log in to the AAST educational provider account used to create the CEC application for the activity. To login, visit https://www.aastweb.org/ and hover over "**EDUCATION & EVENTS**" and then "**CEC PROVIDER PROGRAM**" from the top navigation.

Next, scroll down to the "Educational Providers" section on the CEC Program page, and select the hyperlink under "Current Providers".

2. Enter your login credentials.

3. Enter the name of your event into the Program Name field or use the Program Type, Date Range, or Status fields to find your activity Program ID. Please note you may have to scroll down the page to find this section.

Program ID	Program Name	Program Type	Program Date	Educational Provider Name	Submission Date			
A09164	13th Annual Sleep Disorders Conference	Education Provider Educational Program	4/10/2009	AAST		Approved		

4. The Program ID is the unique identifier that is tied to the amount of approved CECs for your activity. Use the unique Program ID to record attendance for each approved activity.

5. To report attendance from the Educational Provider dropdown menu, select "Educational Provider" > "Attendance."

6. Choose one of the button options to upload attendance for your attendees, "Upload Attendance" and "Enter Attendance".

Upload Attendance   **Enter Attendance**

7. Upload Attendance will allow you to add multiple records from a .CSV (comma delimited) spreadsheet. Enter Attendance should be used to add individual CEC records. To upload multiple attendee records, choose "Upload Attendance."

8. Use the "Process File" button on this page to import an attendance sheet for your programs. Please be sure that the Provider selected matches the provider that owns the activities.

9. The file must be in .CSV format. Download the template from the Upload Program Attendance page for your use.

10. Complete the downloaded template by filling in the required fields for each attendee.

	A	B	C	D	E	F
1	Program ID	AAST ID	First Name	Last Name	Completion Date	CECs
2	A09164	100100	John	Smith	4/10/2009	1
3	A09164	100101	Jane	Jones	4/10/2009	3
4	A09164	100102	Sally	Johnson	4/10/2009	9
5	A09164	100103	Suzie	Garcia	4/10/2009	9
6	A09164	100104	James	Miller	4/10/2009	10

11. AAST member and guest ID numbers can be found in the Member Search, by navigating to "Educational Provider" > "Member Search."

Member Search

Enter your search criteria in any of the fields, and click the blue **Filter** button at the bottom right to view the results.

First Name: _____   Last Name: _____   Email: _____

City: _____   State: _____   Zip: _____

County: _____   Role: Practitioner   AAST ID: _____

Clear   **Filter**

12. Save the .CVS file to your computer to upload the file in the "Choose a file to process" field, and select "Process File.".

Provider: AAST [Provider: P0001]

Choose a file to process: Choose File   No file chosen

Process File

13. After uploading the file, the system will display failure messages for any data that cannot be imported. Please review the messages carefully. The file will not upload successfully unless the entire file has no errors. If an error exists, the display message will tell you which line in your document is incorrect, and why. Use this to edit your file, or reach out to cecprogram@aastweb.org for assistance with your upload.

14. Once you have uploaded all necessary documents, you will receive a "Record was successfully processed" message.

Record was successfully processed

15. Please share these instructions with your participants for viewing certificates in the CEC portal.