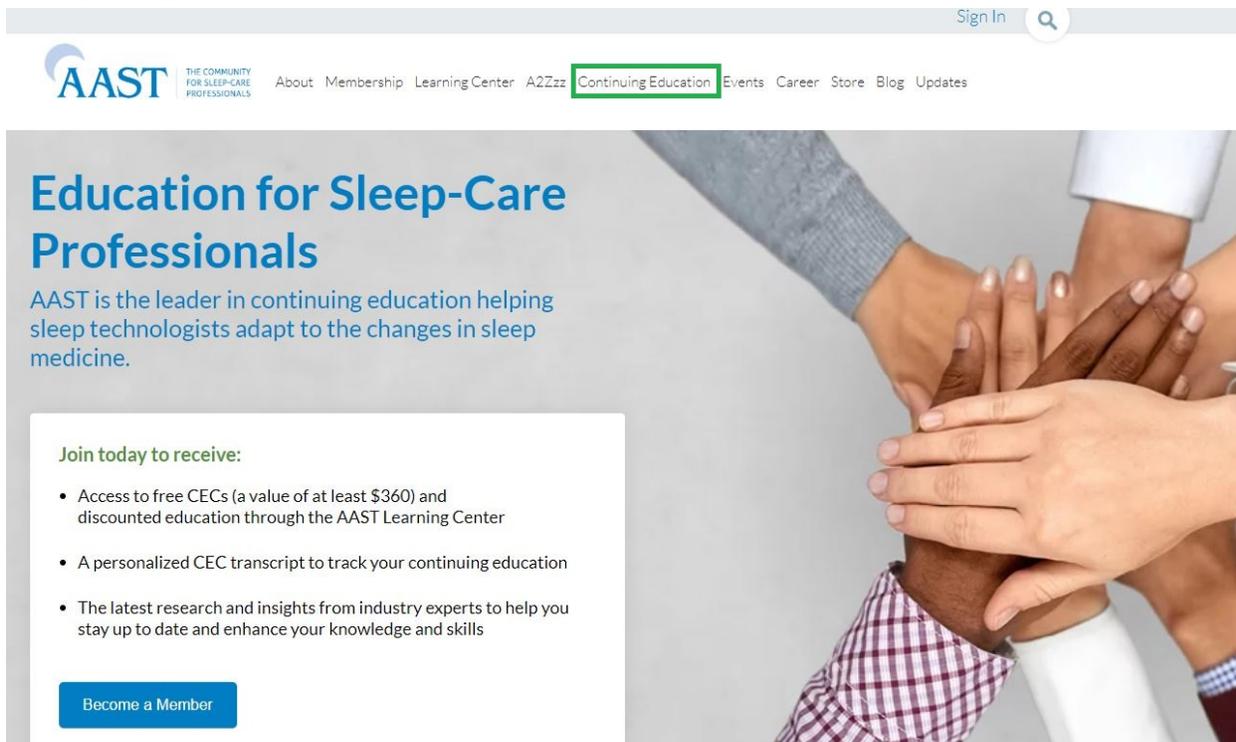


## How to Report Post Activity Attendance in the AAST CEC Portal

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 select “Continuing Education” and then “CEC 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”.

# Educational Providers

## Current Providers

If you have previously submitted programs, please visit <https://cec.aastweb.org/account/login>.

To gain access to your account, please select "**Forgot your password?**" and enter the email address associated with your provider account. Click "**Submit**" to receive an email with additional instructions on how to set a new password.

## New Providers

New educational providers, please visit <https://cec.aastweb.org/account/login> and select "**Register as a Provider**". Follow the prompts to create a new profile.

## AAST Email Blasts

Educational Providers who submit a program may request AAST Headquarters send a Save the Date email to our membership with information on your program. This opportunity is on a per request basis. If you would like to take advantage of this offer, please email [info@aastweb.org](mailto:info@aastweb.org).

## 2. Enter your login credentials.

The screenshot shows the AAST Provider Portal interface. At the top, there is a navigation bar with the AAST logo and the text "THE COMMUNITY FOR SLEEP-CARE PROFESSIONALS". Below the navigation bar, there is a header for "Educational Provider". The main content area is titled "Programs" and contains a "Welcome to the AAST Provider Portal!" message. Below the welcome message, there are four numbered instructions: 1. Submit programs for approval, 2. Report programs attendance, 3. View your program submission status and history, and 4. Search practitioner directory. A green box highlights the fourth instruction, "4. Search Practitioner Directory", which includes the text "View all Programs by clicking [here](#). Follow the instructions on the next page." In the top right corner of the page, there is a navigation bar with "Welcome AAST!", "My Account", "Logout", and a help icon. In the bottom right corner, there is a blue "Add Program" button.

## 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: All

Submission Date Range: MM/DD/YYYY to MM/DD/YYYY

Program Date Range: MM/DD/YYYY to MM/DD/YYYY

Status: My Inbox

Showing Records 1 to 20 of 994

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

- 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.
- To report attendance from the Educational Provider dropdown menu, select "Educational Provider" > "Attendance."
- Choose one of the button options to upload attendance for your attendees, "Upload Attendance" and "Enter Attendance".



- 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."
- 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.
- The file must be in .CSV format. [Download the template from the Upload Program Attendance page](#) for your use.
- 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

- 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

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:  No file chosen

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](mailto: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.