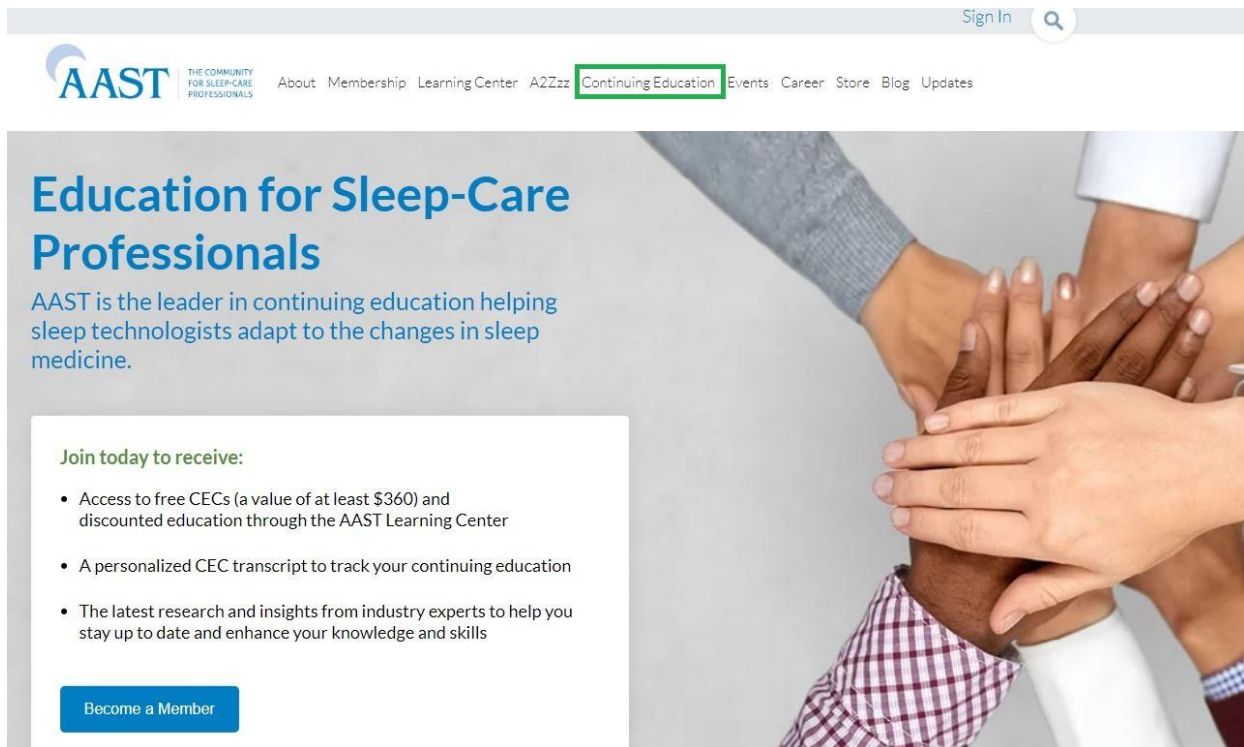


How to Report Post Activity Attendance in the AAST CEC Portal

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.

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, the user is logged in as 'Educational Provider'. The main content area is titled 'Programs' and contains a 'Welcome to the AAST Provider Portal!' message. The message lists four steps for providers: 1. Submit programs for approval, 2. Report program attendance, 3. View your program submission status and history, and 4. Search practitioner directory. A green box highlights the '4. Search Practitioner Directory' section, which includes a link to 'View all Programs by clicking here'. The 'Add Program' button is visible in the bottom right corner.

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:
 Submission Date Range: to
 Program Date Range: to
 Status:

Showing Records 1 to 20 of 994

Program ID	Program Name	Program Type	Program Date	Educational Provider Name	Submission Date	Approved
A09164	13th Annual Sleep Disorders Conference	Education Provider Educational Program	4/10/2009	AAST		<input type="checkbox"/>

- 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

- Please note: Only AAST members can be uploaded into the attendance portal.** The attendance list will not upload successfully if there are non-members listed. Please ensure you remove any AAST non-members before uploading your attendance list. AAST member 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:

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

Record was successfully processed

15. Once completed, AAST will issue certificates to your participants via the CEC portal. Please share [these instructions](#) with your participants for viewing certificates in the CEU portal.