



New York State School Social Workers' Association

How to Access Your Continuing Education Certificate

Please use the following link and tutorial to assist you in accessing your Continuing Education Certificate whether you are a current member or not. If you still have difficulties, contact us at member.services@nyssswa.org

- Go to <https://members.nyssswa.org/members/edit.asp?>
- You will be taken to the Login page.
- Sign in
 - Enter your Username that you set up with your Non-Member account when you registered. (Your email address?)
 - Enter your Password.
- Error Message--Wrong Username and/or Password
 - Try a different email address.
 - People often **don't remember** whether they used their work or home email address so if you don't get in, try again.
 - If your work email address has changed, you might try your former email address so you can get in and then you can update it in your profile.
- If you have questions or need further assistance, contact member.services@nyssswa.org.
- Once logged in, you will see your profile.
- Scroll down and click on the **"Professional Development"** tab.

Member/Event -- Login/Sign In

Welcome to NYSSSWA's On-Line Community

Sign In Here To:

- Register for an Event
- Join or Renew Your Membership
- Access NYSSSWA's On-Line Community and Member pages for current NYSSSWA members

NEW to NYSSSWA?

- Want to join or need to create a "Non-member" account in order to register for an event? [Click Here.](#)

Past Members/Past Event Attendees or SSWs Already in Our Database:

- You can "Sign In" to your account below which will take you to a notice regarding when your membership/ registration expired and an opportunity to "Securely renew your membership now" or to continue. You have the opportunity to Renew your membership but you DO NOT need to be a member to register for an event.

HOW TO SIGN IN for the FIRST TIME:

- Everyone's initial Username is the email address you used with 123Sign up (whether it is still an active email or not--you can change when you update your profile). If you can't get in, try other email addresses you may have used. (Especially important if you are trying to access member discount rates for events.)
- Your initial Password is: Nyssswa1

Contact member.services@nyssswa.org if you experience any problems.

Sign in using your credentials

Username

Password

☒ Remember Me

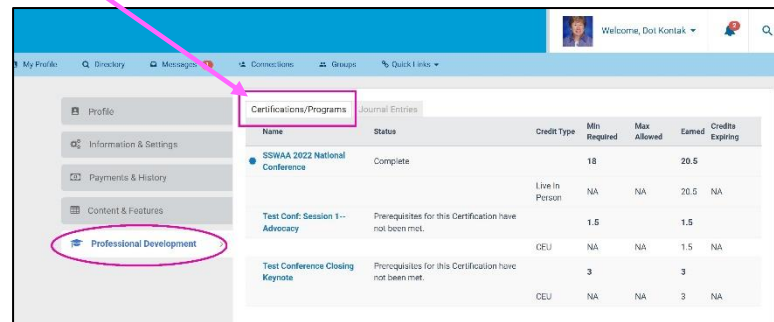
Sign In

- You will see 2 tabs on top: **"Certifications/ Programs"** and **"Journal Entries"**.

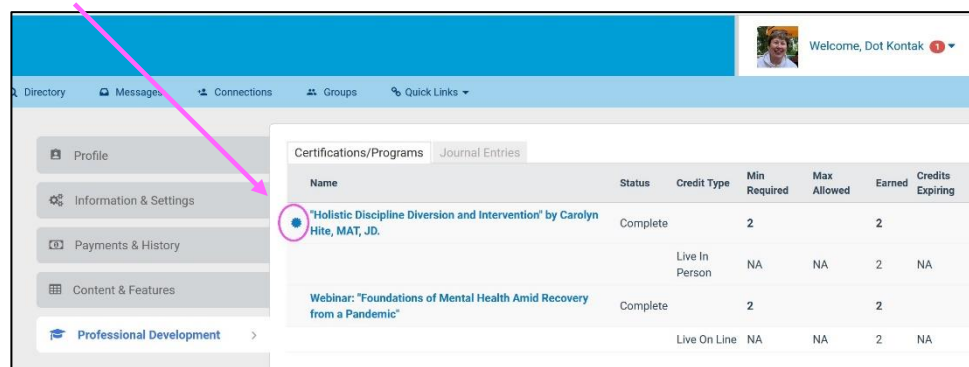
The screenshot shows the member profile page with the 'Professional Development' tab selected. The 'Certifications/Programs' section is active, displaying a table of completed certifications. The table has columns for Options, Status, Entry Date, Details, Credits, Expires, and Score (%).

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	5/12/2022	Western Spring 2022 Luncheon Attended Event Session: "Holistic Discipline Diversion and Intervention"	2	Never	N/A
	Approved	1/26/2022	Webinar: "Foundations of Mental Health Amid Recovery from a Pandemic" Attended Event: Webinar: Foundations of Mental Health Amid Recovery from a Pandemic- SSW Panel Takes a Deeper Look	2	Never	N/A

9. Click on **“Certifications/Programs”**. You will see a list of your Professional Development Events.



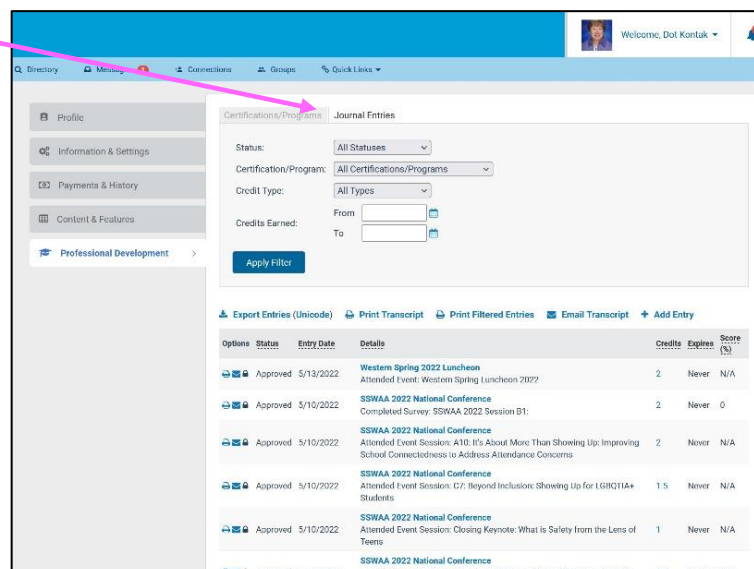
10. Click on the Icon in front of the Event in order to access and **print your Certificate**.



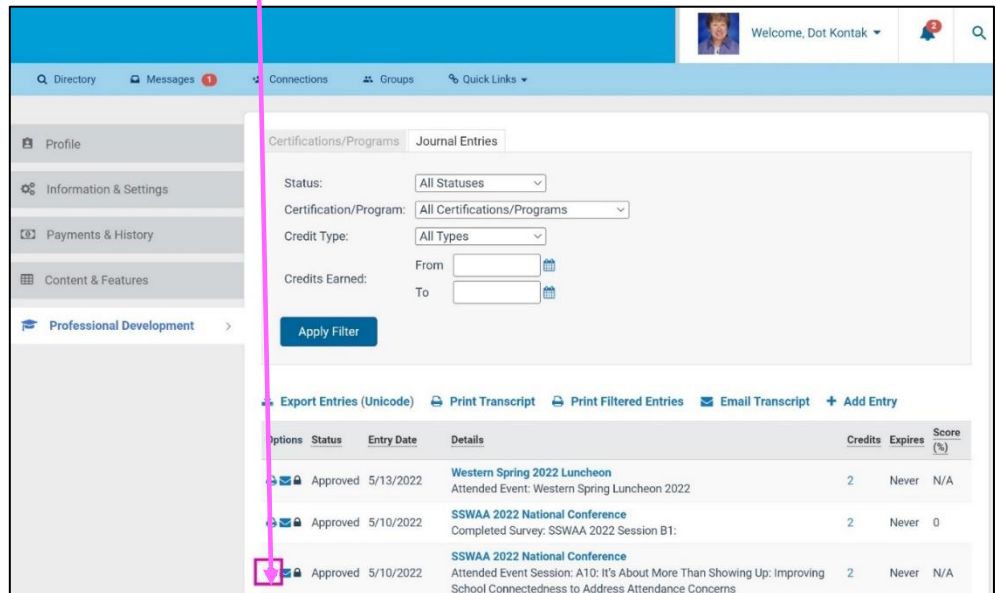
11. Example of Certificate:



12. If there are multiple sessions in your event, you access individual sessions under the other tab **“Journal Entries”**.



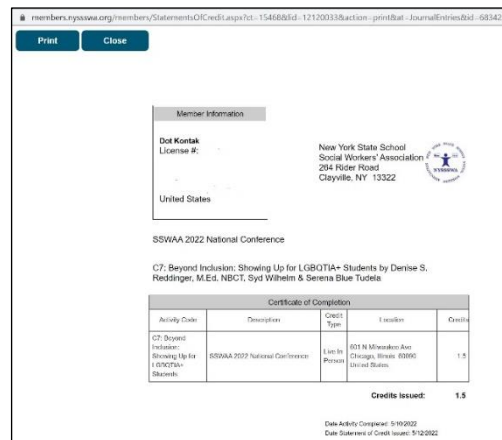
13. **If there is no icon**, it means you may not have completed all the components needed for the event or completed all of the sessions for the event. Journal Entries include all the individual sessions. You can then see and print a **“Statement of Credit”** which also provides verification of your individual Continuing Education hours by clicking the printer icon in front of the session.



The screenshot shows the 'Journal Entries' section of the NYSSWA member portal. The left sidebar contains navigation links: Profile, Information & Settings, Payments & History, Content & Features, and Professional Development. The main content area has filters for Status (All Statuses), Certification/Program (All Certifications/Programs), Credit Type (All Types), and Credits Earned (From/To). Below the filters are buttons for 'Export Entries (Unicode)', 'Print Transcript', 'Print Filtered Entries', 'Email Transcript', and 'Add Entry'. A table lists journal entries with columns: Options, Status, Entry Date, Details, Credits, Expires, and Score (%). The first entry is 'Western Spring 2022 Luncheon' with a printer icon. The second entry is 'SSWAA 2022 National Conference' with a printer icon. The third entry is 'SSWAA 2022 National Conference' with a printer icon. A pink arrow points to the printer icon in the first column of the table.

Options	Status	Entry Date	Details	Credits	Expires	Score (%)
	Approved	5/13/2022	Western Spring 2022 Luncheon Attended Event: Western Spring Luncheon 2022	2	Never	N/A
	Approved	5/10/2022	SSWAA 2022 National Conference Completed Survey: SSWAA 2022 Session B1:	2	Never	0
	Approved	5/10/2022	SSWAA 2022 National Conference Attended Event Session: A10: It's About More Than Showing Up: Improving School Connectedness to Address Attendance Concerns	2	Never	N/A

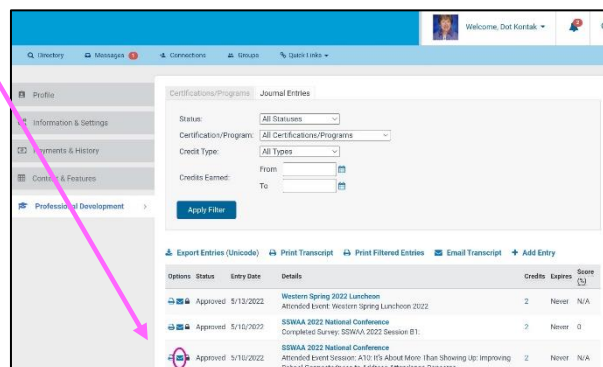
14. See example:



The screenshot shows a 'Statement of Credit' for Dot Kontak. It includes member information: Dot Kontak, License #: , New York State School Social Workers' Association, 294 Rider Road, Clayville, NY 13322, United States. The event is 'SSWAA 2022 National Conference'. The session is 'C7: Beyond Inclusion: Showing Up for LGBTQIA+ Students by Denise S. Redding, M.Ed. NBCT, Syd Wilhelm & Serena Blue Tudela'. A table titled 'Certificate of Completion' shows the activity details. The total credits issued are 1.5.

Activity Code	Description	Credit Type	Location	Credits
C7 Beyond Inclusion: Showing Up for LGBTQIA+ Students	SSWAA 2022 National Conference	Continuing Education	SSWAA 2022 National Conference	1.5

15. You can also email a copy to yourself here.



The screenshot shows the 'Journal Entries' section of the NYSSWA member portal. A pink arrow points to the 'Email Transcript' button in the top row of the table.

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	Approved	5/13/2022	Western Spring 2022 Luncheon Attended Event: Western Spring Luncheon 2022	2	Never	N/A
	Approved	5/10/2022	SSWAA 2022 National Conference Completed Survey: SSWAA 2022 Session B1:	2	Never	0
	Approved	5/10/2022	SSWAA 2022 National Conference Attended Event Session: A10: It's About More Than Showing Up: Improving School Connectedness to Address Attendance Concerns	2	Never	N/A

16. Contact us if you have any questions or need assistance: member.services@nyssswa.org