


If you're missing a CLE, here are instructions to add it

1. You must be signed in to add a CLE.
2. Once signed in, Click the "Manage Profile" Button at the top of the page.
3. Under Content & Features, Click on Professional Development, scroll down on page.
4. Click on Add Entry.  [Add Entry](#)
5. A new box will populate your screen.
6. Click No for "Is this entry for a Certificate or Program?"
7. Select Credit Type.
8. Entry Date will populate automatically.
9. Type Description. (Description = Name of CLE)
10. Input Credit Amount.
11. Credits Expire (Enter month/date/4 years later) (Example 11/20/17 enter 11/20/**21**)
12. Score **LEAVE BLANK**.
13. Activity Code = Date of Seminar (enter: **051118** if (05/11/2018) was the day of Seminar)
14. Attachments – Upload Agenda with either Attorney Application or Certificate of Attendance from sponsoring agency.
15. Hit submit
16. The CLE will show up under your Professional Development Page.

For questions contact Debbie@sband.org or 701-255-1404 ext. 11.