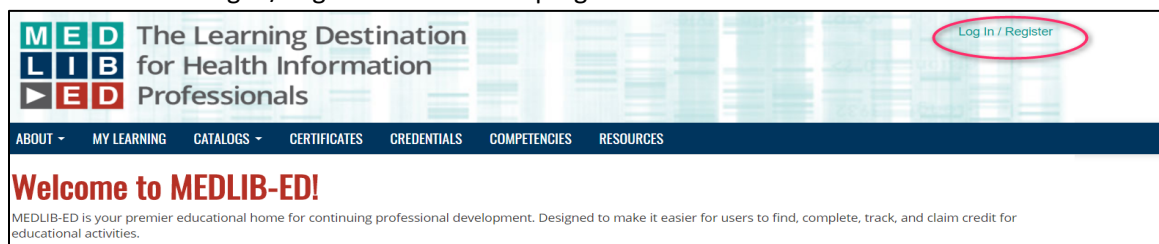


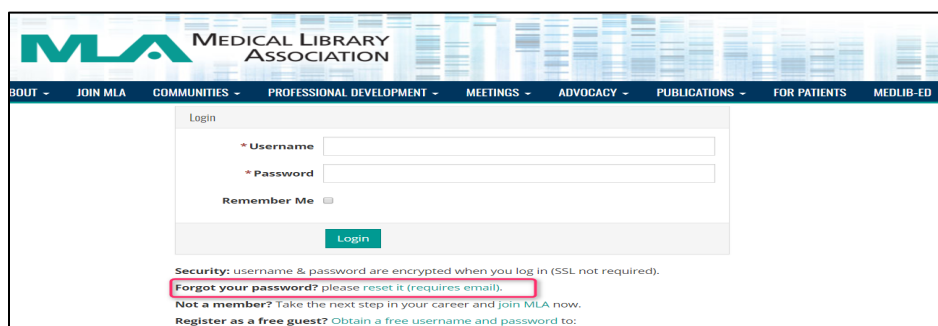
How to Claim CE Credit with an MLA Enrollment Code

- Using the enrollment code you received today, go to MEDLIB-ED, the Medical Library Association's (MLA) clearinghouse for CE classes and credit at: <http://www.medlib-ed.org/>
- Log in (or register if this is your first time).
- **You don't have to be a member of MLA to create an account and claim credit.**

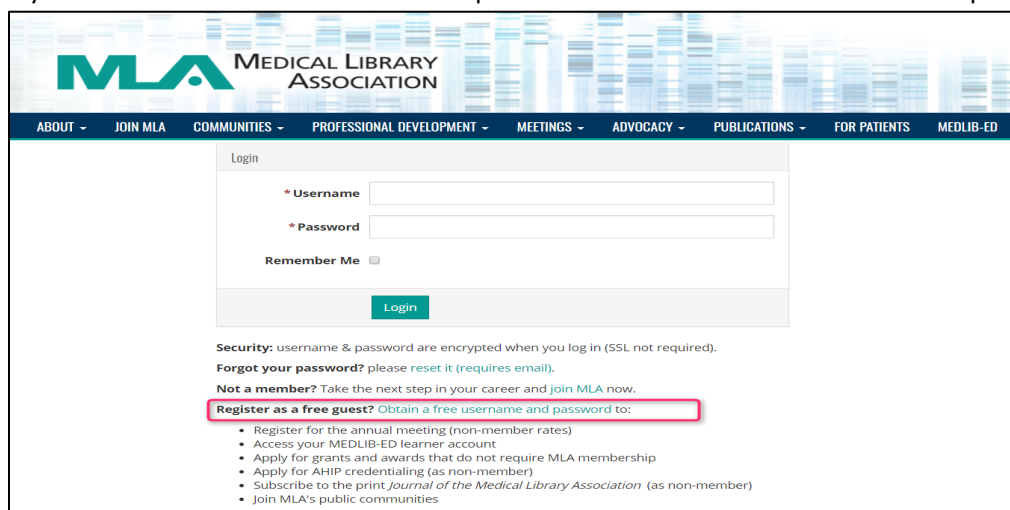
1. Click on the Log In/Register link in the top right corner.



2. If you have an MLANET account, please login and proceed to step 9.
If you forgot your password, please click the link to reset it. Follow the instructions, then login and proceed to step 9.



3. If you do not have an MLANET account please click "Obtain a free username and password."



4. Complete the required fields and any optional fields you would like to share.
Only Email, First Name and Last Name are required.

****Note:** At the bottom of this registration screen is the communications section. If you do not want to receive communication from MLA you need to “opt out”. This will not affect any communication you received from NNLM or NLM.

Required Fields:

| | |
|-----------------------------|----------------------|
| Email: (required) | <input type="text"/> |
| Verify Email: (required) | <input type="text"/> |
| Salutation: | <input type="text"/> |
| First Name: (required) | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| Last Name: (required) | <input type="text"/> |

5. After choosing your communication preferences on this page, click OK to continue.

| | |
|---|-------------------------------------|
| Opt out of receiving vendor postal mail: | <input checked="" type="checkbox"/> |
| Opt out of receiving vendor email: | <input checked="" type="checkbox"/> |
| Opt out of receiving occasional information about MLA educational opportunities: | <input checked="" type="checkbox"/> |
| Opt out of receiving occasional information about MLA meetings: | <input checked="" type="checkbox"/> |
| Opt out of receiving occasional information about MLA programs, services, publications: | <input checked="" type="checkbox"/> |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> | |

6. The next screen has information about categories of MLA memberships and pricing. To continue creating your free account, please disregard this information and click OK to proceed.

Membership Categories and Pricing

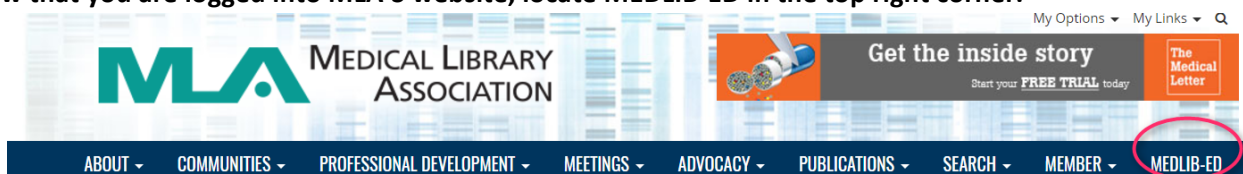
Please verify the information below. If you make any changes, please click the 'UPDATE PRICE' button to verify your changes and show you your new total. Click the OK button at the bottom to proceed to the payment window.

| | |
|--------------------------|---|
| Membership: | Registered Guest/Subscriber |
| Duration: | One Year : No Cost |
| JMLA Print - Subscriber: | <p>The <i>Journal of the Medical Library Association (JMLA)</i> is a peer-reviewed quarterly journal that seeks to advance the practice and research knowledgebase of health sciences librarianship. In order to guarantee receipt of all print issues in the current-year volume, payment must be received by February 15. After this date, the availability of certain print issues is not guaranteed.</p> <p>2016 subscription rates (four issues of current volume) for non-MLA members are:</p> <ul style="list-style-type: none"> • \$190.00 USD/year for United States, Canada, and Mexico, second-class mail • \$220.00 USD/year for United States, Canada, and Mexico, first-class mail (for faster delivery service) • \$250.00 USD/year in all other regions <p>Subscription agents are entitled to a 10% discount on rates published above.</p> <p>Add and remove products to this membership. Click the OK button at the bottom to proceed to the next step.</p> <p>Available Options</p> <p>--Select One--</p> <p>No items selected.</p> |
| Calculated Price: | 0.00 USD |

OK Cancel

7. You will receive a confirmation email for your MLANET account including your new password. Clicking the link in the confirmation email will trigger a Change Temporary Password process. Complete this password process.

8. Now that you are logged into MLA'S website, locate MEDLIB-ED in the top right corner.



9. Click My Learning



10. If this is a one-time class that is not part of a series, enter the code you obtained after completing the evaluation into the box.

Have an Enrollment Code?
Enter your enrollment code and click the REDEEM CODE button.

Welcome to your My Learning page. Here you can:

- Enter an enrollment code to claim credit for a course
- View a list of courses you have earned credit for or are enrolled in

REDEEM CODE

Enrollments

sort by: **Recent** Newest Title Status Close Date [view archive](#)

| GO | Image | Title | Last seen | Completion Requirements | Status | Close Date | Archive |
|----|-------|---|----------------------|----------------------------------|--------|------------|---------|
| | | The Pieces of Systematic Review Webinar Series | about 4.12 hours ago | 1 of 2 required items completed. | | 7/1/2017 | Archive |
| | | The Pieces of Systematic Review Session 4 - Recording | 8:59:33 ago | 0 of 2 required items completed. | | 5/2/2017 | Archive |
| | | MLA 2017 Competencies Self-Assessment | 22:59:33 ago | | | | Archive |

Congratulations: You achieved a completion on 5/23/2017.

11. **If the class is part of a series or a regularly occurring webinar**, and you have previously used the enrollment code from another session you attended, locate the class for which you are trying to claim credit under enrollments. Click on the title of the class. Then click on the Attestation for the class instance for which you are claiming credit.

If the code is accepted, this is the screen you will see:

Have an Enrollment Code?
Enter your enrollment code and click the REDEEM CODE button.

Welcome to your My Learning page. Here you can:

- Enter an enrollment code to claim credit for a course
- View a list of courses you have earned credit for or are enrolled in

pubmed
REDEEM CODE

Enrollments

sort by: **Recent** Newest Title Status Close Date [view archive](#)

| GO | Image | Title | Last seen | Completion Requirements | Status | Close Date | Archive |
|----|-------|---|--------------------|----------------------------------|--------|------------|---------|
| | | The Pieces of Systematic Review Webinar Series | about 17 hours ago | 1 of 2 required items completed. | | | |
| | | The Pieces of Systematic Review Session 4 - Recording | | | | | |

Success

The code you entered was accepted and you have been enrolled in the following:

GO [PubMed® for Librarians](#)

Close

IMPORTANT: After you close the *Success* message, **refresh your browser page** and the class matching the code you just redeemed will appear in your list of classes (Sort by Newest and class will appear on top).

12. **Once the class appears in your list, click on the name of the class.**

Have an Enrollment Code?
Enter your enrollment code and click the REDEEM CODE button.

Welcome to your My Learning page. Here you can:

- Enter an enrollment code to claim credit for a course
- View a list of courses you have earned credit for or are enrolled in

REDEEM CODE

Enrollments

sort by: **Recent** Newest Title Status Close Date [view archive](#)

| GO | Image | Title | Last seen | Completion Requirements | Status | Close Date | Archive |
|----|-------|---|--------------------|----------------------------------|--------|------------|---------|
| | | PubMed® for Librarians | Not started | 0 of 7 required items completed. | | 1/3/2018 | Archive |
| | | The Pieces of Systematic Review Session 4 - Recording | 8:59:33 ago | 0 of 2 required items completed. | | 5/2/2017 | Archive |
| | | The Pieces of Systematic Review Webinar Series | about 17 hours ago | 1 of 2 required items completed. | | 7/1/2017 | Archive |
| | | MLA 2017 Competencies Self-Assessment | 22:59:33 ago | | | | Archive |

13. **You must "attest" that you took the class to claim your CE credit.**

Attestation of PubMed for Librarians: Introduction to PubMed

I have fulfilled all the requirements of this webinar and am entitled to claim a **Statement of Credit** that indicates I have earned **MLA CE credits** for my work.

I affirm that the attestation statement above is true.

[Submit Attestation](#)

14. On the next screen you will see the unlocked **Claim Credit** link that you can click on to access your CE certificate.


PubMed® for Librarians (Incomplete)


Welcome to PubMed® for Librarians Webinar Series.

Here you can claim your MLA CE Credit Certificate for each webinar in the series, live or recorded.

1. Please complete a one-time brief, optional questionnaire.
2. Attest that you participated in a particular webinar in the series.
3. Claim your MLA CE Credit, which becomes available after you submit your Attestation.


Activities

[Brief Questionnaire](#) 

[Attestation of PubMed for Librarians: Introduction to PubMed](#) 

Claim Credit
All

| | | |
|-----------------------------|--------------------|-----|
| Medical Library Association | 1.5 MLA CE Credits | n/a |
|-----------------------------|--------------------|-----|

[Attestation of PubMed for Librarians: MeSH](#) 

Claim Credit

15. You may now claim and print your certificate.
16. All MLA CE classes for which you redeem codes, both series and standalone classes, will be listed in your My Learning section.

Adapted from the National Network of Libraries of Medicine, July 2017