

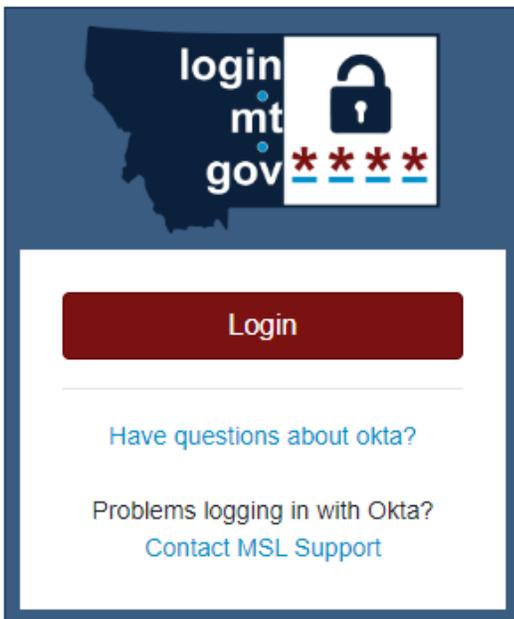
ASPEN HELP: CLAIMING CREDIT FOR ATTENDING MLA-SPONSORED CONTINUING EDUCATION EVENTS

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State Library staff adds Montana Library Association (MLA) continuing education events to the ASPeN Events Calendar.

❗ LOG IN TO ASPeN TO CLAIM CE CREDITS



Please [submit a Help Ticket](#) for any ASPeN access issues.

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Method 1: Use the Events Calendar

ASPeN: The New Library Directory

What are you looking for?
More Search Options >

Important update! Okta is the new way to sign into ASPeN. All ASPeN users received an email from noreply@okta.com with the subject "Welcome to Okta." This email includes a link to perform the final setup steps of your Okta account, which you will then use to sign in to ASPeN with the red button to the right.

Search ASPeN

Welcome to ASPeN: Access to Services, Programs, and eNetworks.

This product provides a variety of services for Montana's library community. Members of the public can search ASPeN to find a nearby library or learn more about their local library. Library Directors will be able to update their library's information, enroll in certain services, keep track of their continuing education, and complete paperwork required by the Montana State Library.

Please select from the options below or log in via the menu on the right.

- Events
- Organizations
- Services
- Positions and People
- Committees
- Help

login mt gov

Login

Have questions about okta?
Problems logging in with Okta?
Contact MSL Support

Search ASPeN
Events Calendar
Community Calendar
ASPeN Help
Continuing Education

Go back a page

Navigate to the events in the list below the calendar.

Events are listed in chronological order with future events listed at the top. You can use the search function to find events using the term "Montana Library Association" or the title of the presentation and the date or a range of dates.

Record Count: 651

Date	Event Title	Event Type	Event Location	Online Only Event?	CE Category	Rank	Select Event for Export
09/23/2022 10:00 AM	Broad Valleys federation meeting	Meeting		Online Only			
09/22/2022 9:00 AM	Giving Montanans their Fullest Opportunity, Administering and Financing Public Libraries in Montana	Continuing Education	Levitown, MT		Library Administration	0	Add CE credit
09/19/2022 9:00 AM	Giving Montanans their Fullest Opportunity, Administering and Financing Public Libraries in Montana	Continuing Education	Missoula, MT		Library Administration	0	
09/15/2022 10:00 AM	Montana Land Information Advisory Council Meeting	Meeting	Helena, MT			0	
09/15/2022 10:00 AM	Golden Plains federation meeting	Meeting	MT				
09/12/2022 9:00 AM	Giving Montanans their Fullest Opportunity, Administering and Financing Public Libraries in Montana	Continuing Education	Sidney, MT		Library Administration	0	Add CE credit
09/10/2022 1:00 PM	South Central Federation Meeting (Sept 10, 2022) - Policy Development and Maintenance	Continuing Education	Red Lodge, MT		Library Administration	0	Add CE credit
09/10/2022 10:00 AM	South Central Federation Meeting	Meeting	Red Lodge, MT			0	
09/09/2022 12:00 PM	Website Chat with State Librarian Jennie Stapp - September 9, 2022	Continuing Education		Online Only	Library Administration	0	
09/02/2022 1:30 PM	National Voter Registration Day Brainstorm Webinar	Continuing Education		Online Only	Library Services to the Public	0	Add CE credit

Use the green Add CE Credit button to add credits for sessions attended. If you have already claimed credit for an event, the green button will not appear for you.

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Method 2: Use the Continuing Education page

On the right menu, click on “Continuing Education.”

Scroll down to the Add Independent Learning Event section. Events appear in the list AFTER the date of the event. Credits cannot be claimed in advance of the event.

The screenshot displays the ASPeN Continuing Education Control Panel. The main content area is titled "Edit Continuing Education" and includes sections for "Change CE Track Status", "Add Independent Learning Event", and "Edit CE Credits". In the "Add Independent Learning Event" section, a table lists events. The most current event is highlighted, and a red arrow points to the "Go!" button next to it. The "Your Role Menu" on the right side of the page has "Continuing Education" highlighted in a red box. A "Go back a page" button is visible at the bottom right.

- Use the drop-down option (the small triangle to the right of the most current event listed) to display all the events in the past year. Find the event you wish to claim and click Go!
- Only events you have not already claimed credit for are displayed to you. Events are displayed in reverse chronological order, the most recent dates at the top.

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The next page will display more details about that event. Click the SAVE button on this page to officially claim that credit.

Continuing Education Credits - Create New Continuing Education Independent Learning Event

Person	<input type="text"/>
Title	Giving Montanans their Fullest Opportunity: Administering and Financing Public Libraries in Montana
Begin Date/Time	Thursday, September 22, 2022 9:00 AM
End Date/Time	Thursday, September 22, 2022 1:00 PM
Sponsor	Montana State Library
Trainer Name	
Information URL	https://forms.office.com/g/U2tqKX3Ecd
Location	Lewistown Public Library 701 West Main Lewistown, MT 59457 Map
Continuing Education Credits	4.0 credits Library Administration
Email On Assigned Credit	<input type="checkbox"/>

Save



Credits you claim will display as PENDING in your list. Participants may add events on the honor system, but before a certificate is issued, the credits must be reviewed and verified by the participant's supervisor.