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Instructions to Report non-GFOA CPEs and Engagement Credits in the LMS.

Step 1: Login into your GFOA account here: <https://gfoa.elevate.commpartners.com/> using your GFOA login credentials. Or login through GFOA.org then go to the link above.

Step 2: Go to My Learning Dashboard and click the **Transcript / Achievements** box to access the link to open the **Add Additional Credits/Experience** form (screenshot below). <https://learn.gfoa.org/my-dashboard/transcript>



Step 3: After clicking **Add Additional Credits/Experience** the pop up to "Add Credits" will appear (screenshot below).

Step 4: Check the "Include on Download Transcript" box to access the fields to enter the CPE information.

For a *GFOA Engagement Credits*, enter "Engagement Credit" in the Type of Credits field.

Step 5: After entering the information, then click "Update " to save the credits.

Resubmit the form for each CPE event. Or include multiple events in one submission, if they were earned at a conference or multi-day event.

A PDF can be uploaded listing multiple sessions from a conference or multi-day event.