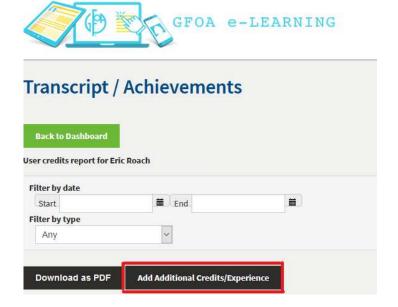


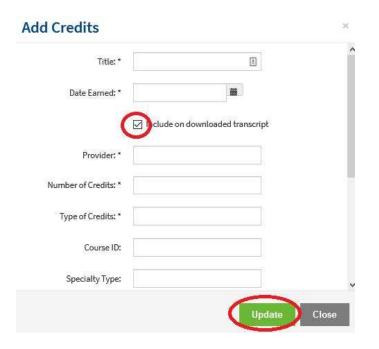
Instructions to Report non-GFOA CPEs and Engagement Credits in the LMS.

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 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.