

# Getting Started: Course & Offering Registration System

(Please note: for more detailed information, please visit our [FAQs](#))

ASHA CE's online registration system provides a comprehensive, intuitive platform to both register new courses and view/manage already submitted courses and offerings. Here are some key features and reminders for using the system:

## Features:

- Your Dashboard is your **one-stop location for course and offering management**.
- If needed, **Save** and come back later to finish your course.
- Hyperlinks to **definitions and ASHA CE resources** are found throughout the form.
- New questions/choices **appear dynamically based on the information that you enter**.
- **Monitor course statuses in real time** as they move through the review process.
- **NEW:** When adding offerings **prior to course submission**, offering information can be **Edited** or entire offerings may be **Deleted**.
  - Please be advised that deleting an offering will cause the **offering number to disappear** completely, and there is no way to re-number offerings to bring it back.
  - Once the course has been submitted, any offering edits or deletions will need to be done by your Accounts Manager by submitting the [Registration Change Form](#).

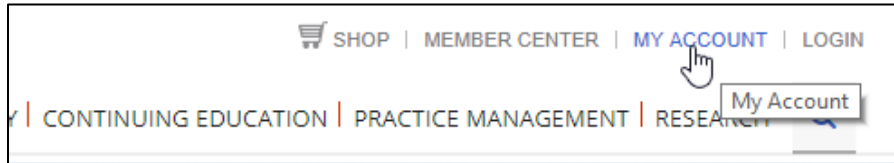
## Reminders:

- **Do not open the Course and Offering Registration System in more than one tab or window within the same browser (e.g. Google Chrome, Internet Explorer, Safari, or Firefox), as this can result in information (e.g. dates, locations, descriptions, titles, coding, CEU amount, etc.) being transposed from one course or offering to another, regardless of course/offering status, even when Registered. Unfortunately, ASHA developers are not able to fix this as this is known bug in the software that our system is built upon.**
- Please **use the navigation buttons within the Dashboard/forms**, NOT your browser's "Back" button.
- The only Invoices you'll see for your courses are for Cooperative Offering-related fees. Provider Annual Fee, Appeal Fee, and other fee invoices will still be emailed or mailed to you separately.
- For each section of the Course Registration form, click **Edit** to unlock and begin entering course information. The form will be able to notify you if you try to Save each section without completing all required fields.
- Requests for additional information and late-offering registration appeals will all be handled through your Dashboard, instead of through emails with your Provider Manager.
- You can copy Cooperative/Joint Providership information for further offerings by clicking the **"Duplicate"** button next to the original offering in the Offerings Overview or within the original offering's page.
- If you are ever having trouble with the form, first **try clearing your browsing cache and restart your browser**.

# Accessing the Dashboard

Log into your account on ASHA.org

1. From the ASHA.org homepage, click **MY ACCOUNT**



2. Click on **Course and Offering Registration**

!!! – If you are acting as CEA for more than one provider, make sure you click the link under the appropriate organization listed.



## Your Dashboard Screen

The University of knowledge APPROVED  
ASHA CE Provider Manager: Zachary Roach (5747)

**A** [+ Add Course](#)

Dashboard

The System launches September 25, 2018. Please go to [www.asha.org](http://www.asha.org).

Search for a Course  **C**

Status  **D**

Enter a keyword, course title or course ID number

Course Title	Course Number	Status	Status Last Changed
Blended Test Normal	ABGS3333	In Progress	09/19/2018
example course	ABGS5555	In Progress	09/18/2018
Self-Study Test Normal	ABGS2222	In Progress	09/19/2018
test	ABGS1258	In Progress	09/18/2018
Testing in STAGE 2	ABGS6543	In Progress	09/19/2018
This is test for subject code	ABGS0007	In Progress	09/18/2018
This is wonderful course	ABGS0009	In Progress	09/18/2018
Late Appeal Test	ABGS9999	Appeal requested	09/19/2018
Group Test Normal	ABGS1111	Registered	09/19/2018
This is another test for blended study	ABGS0006	Registered	09/17/2018
This is Blended Study ABGS0005	ABGS0005	Registered	09/17/2018
This is my first course	ABGS0001	Registered	09/15/2018

1 2 **I**

[Course Attestations](#)

- A. Add Course Button
- B. Announcements from ASHA CE: will also include Provider Status changes that impact course registration process
- C. Course Search Bar: Search for any course you have started or submitted
- D. Status Filter: limit view by course status (e.g. Submitted, Additional Information Required, Registered, etc)
- E. Course Dashboard: See all courses provider has started or submitted; click on blue Course Title to see details
- F. Grey Status: Course registration is in progress by CEA OR under review by ASHA CE
- G. Red Status: Course requires CEA to take an action, such as requests for additional information, or other course registration issues
- H. Neutral Status: Course has been submitted or registered
- I. **Attestations: Every time you submit a course, you are agreeing to these terms. Click the link to review.**

# Your Course Overview Screen

The University of knowledge APPROVED My Course (ABGS0101)

ASHA CE Provider Manager: Zachary Roach (5747) **A** **B** **C**

### Course Overview

#### Course Registration

Thank you! Your course has been submitted to CE for review.

#### Status History

- Course Started - 09/21/2018
- Submitted - 09/21/2018

**D**

Manage Your Course

#### Offerings Registration

Offerings must start and end between these dates:  
Start Date: 11/14/2018 End Date: 11/14/2023

#### Offering Information

You have 3 Offerings for this course.

**E**

Manage Your Offerings

#### Submission Checklist

Before you can submit your course, you must have:

- Completed all sections of the Course Registration.
- Added at least one offering.

**F**

Submit to ASHA

#### Invoices and Receipts

**G**

Invoice Number	Amount	Date Created	
3683064	375.00	09/21/2018	<a href="#">Pay Online</a>

- A. Provider Organization Name and ASHA CE Provider Manager
- B. Delete: Deletes this course; NOT AVAILABLE AFTER SUBMISSION
- C. Return to Dashboard
- D. Course Registration: See course status, history, and go to add/edit course information
- E. Offerings Registration: See validity period, number of current offerings, and link to Add Offering form
- F. Submission Checklist: See Course and Offering level completion and submit course for ASHA CE review
- G. Coop-related Invoices and Receipts for this course with link to Online Payment system

# Completing the Course and Offering Registration Form

## A: Entering Course Information

1. Click **Add Course** in upper right corner of the Dashboard
2. Input a Course Title, unique 4-digit Course ID, select Course Type, and enter the Start Date of the earliest Offering, then click **Add Course**.
3. Click **View Your Course** and complete each section:
  - a) **Course Information**
  - b) **Course Details**
  - c) **Planning and Development**
  - d) **ASHA CEUs and Course Structure**
  - e) **Disclosure**
  - f) **Promotional Materials**
  - g) **Product Information**  
!!! – This section is for Blended/Self-Study courses ONLY
  - h) Upload materials to the **Attachments** tab
4. Click on **Course Overview** to be able to access the Offering Form

## B: Entering Offerings

1. Click on **Manage Your Offerings**
2. Click on **Add Offering**
3. Enter Date/Location Information and indicate if the offering will be listed on ASHA CEFind
4. Select whether this offering is a Cooperative/Joint Providership and provide relevant information
5. Click on **Save**, then repeat steps 2-5 as needed for additional offerings
  - a. When adding offerings **prior to course submission**, offering information can be **Edited** or entire offerings may be **Deleted**.
    - i. Please be advised that deleting an offering will cause the **offering number to disappear** completely, and there is no way to re-number offerings to bring it back.
    - ii. Once the course has been submitted, any offering edits or deletions will need to be done by your Accounts Manager by submitting the [Registration Change Form](#).
6. Click on **Course Overview** to move to submit the course

## C: Submission

1. Verify all entered information is correct and that the Submission Checklist has both green checks.
2. Click on **Submit to ASHA**
3. In the Submit Your Course validation window, click on **Submit to ASHA**