

Fall 2018 Symposium of the LASAACI Credit Claiming Instructions

*Please note: The AAAAI Learning Management System no longer supports Internet Explorer.
Please use one of the two most recent versions of Google Chrome, Mozilla Firefox, or Safari to navigate this site.*

- Navigate to <https://education.aaaai.org/rs/18LASAACI>
- Click 'Log in' at top of page
 - Enter your AAAAI username and password
 - If you have forgotten your login information, click 'I have forgotten my username or password'
 - Enter your email address
 - You will receive an email—follow the instructions to reset your password
 - If you encounter any problems (for example, the email address we have on your account may not match the one you are using so the system does not recognize you), **please stop** and contact the AAAAI for assistance at the email address or phone number at the bottom of this page
- You will be directed back to the meeting's main page after completing the login process
- If you haven't already done so, read each tab listed here (Overview, Faculty, Accreditation)
- Click the 'Register' tab
- Click 'Begin'
- Read the instructions and red credit claiming statement, then scroll down if necessary and click 'Continue' or 'Resume'
- Complete ALL the remaining steps to claim your credits—**this includes completing the pre-test if you didn't complete it before the meeting**. Please note that attempting to skip steps will prevent you from claiming credit and printing a certificate.

If you have any questions about the credit claiming process or need assistance with accessing your account, please feel free to contact the AAAAI Education Staff at cme@aaaai.org or [414-272-6071](tel:414-272-6071).

*Credit claiming will be open through June 30, 2019.
Credit requests on or after July 1, 2019 will be subject to an administrative fee.*