

## Alabama Society of Allergy, Asthma & Immunology's 40<sup>th</sup> Annual Postgraduate Course Credit Claiming Instructions

*Credit claiming will be open through June 30, 2020. Credit requests on or after January 1, 2020 will be subject to an administrative fee.*

*AAAAI staff must mark your attendance in the system before you will be able to claim credit. They prioritize this upon receipt of the final sign in sheet, but please be patient and understand that interruptions may occur that delay immediate completion of this task.*

- On or after Tuesday, August 6, navigate to <https://education.aaaai.org/rsl/19ASAAI>
- Click 'Log in' at top right corner of page
  - For attendees with existing AAAAI accounts:
    - Click 'I am a member of the AAAAI' or 'I am not a member, but I have an account/have claimed credit through the AAAAI'
    - 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—read the instructions and click the link in the email to reset your password
  - For attendees who do not have an account:
    - Click 'I am not a member and I have never claimed credit through the AAAAI'
    - Enter your email address—you will receive an email
      - Emails are sent immediately—there is no delay
      - If you do not receive an email fairly quickly, check your spam or junk mail
    - Follow the instructions in the email to create a free account
- Once you are logged in, return to <https://education.aaaai.org/rsl/19ASAAI> if you are not automatically returned there
- Click the 'Begin' tab
- Click the red 'Begin' button
- Complete ALL the remaining steps to claim your credits – **attempting to skip steps will prevent you from claiming credit and printing a certificate**

*If you have any questions about this process or are having difficulty logging in to our system, please feel free to contact the AAAAI Education Staff at [cme@aaaai.org](mailto:cme@aaaai.org) or 414-272-6071.*

*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.*