

How To Add Self-Reported Education Credits to your HFTP Account:

Login to the HFTP website and go to My Account menu section and select “My Education Credit”.



Once “My Education Credit” is clicked; a different screen will load. Education credits that are already on file will be shown under the Self Reported Credits section. To add credits, click the “Add Your Credits” link and follow the instructions on the next page.

My Educational Credit | Bryan Wood

Self Reported Credits

Credit Type	Program	Course	Verified	Credits
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[Add your Credits](#)

Certified Education Credits

Credit Type	Program	Course	Product	Event	Credits
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“Credit Type” is a drop down option. It is suggested that you select the CPE or CEU option for Self-Reported Credit entries.

“Program Code” is also a drop down option, but it is suggested that you leave this blank.

The “Self Reported Program” text entry field should be the name of the educational provider, such as: HFTP chapter name, eCornell, etc...

Add - Self Report Credit

Self Reported Credit Information

individual: Wood Bryan

credit type: CPE

program code:

self reported program: HFTP

number of credits: 1.8

course: 101 - Intro to Finance and Technology

course details: Additional information if needed (not required)

activity date: 1/11/2013

Save Cancel

The “Number of Credits” text entry field would be the total credits issued for a session.

Every 50 minutes of education equals 1 point.

If an education session was 90 minutes, 90/50 would equal 1.8 credits.

The “Course Details” text entry is an optional notes field.

Add notes about the session here if you like.

The “Course” text entry field is where you put the name of the session attended for this entry.

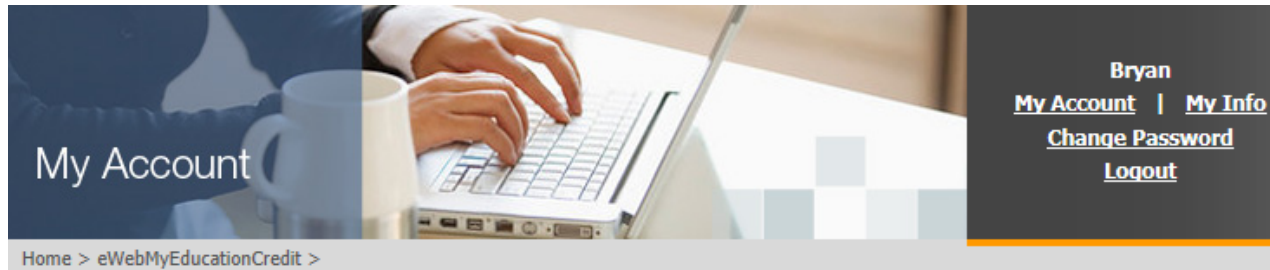
You can also include a course code/number with session titles if you like.

The “Activity Date” is the date you attended the education session that you are entering. You must enter a date.

Once you have everything filled in above, click the save button. Refresh your “My Education Credit” screen and you will see the credit entry listed. A sample entry follows on the next page.

Repeat the same process to add additional Self Reported Credits.

Now you can see the Self Reported Credit that was added following the steps on the previous page.



My Account

Bryan
[My Account](#) | [My Info](#)
[Change Password](#)
[Logout](#)

Home > eWebMyEducationCredit >

HFTP is aware of some issues related to the new "My Education Credit" page on the website. As a result of the conversion, we have a few problems that are being resolved at this time. If you have credits on file, know that they are here, but you may have to click through several pages to find them. ~~There will also be several new features in this section – when it is fully functional.~~ Please check back soon for a better user experience.

My Educational Credit | Bryan Wood

Self Reported Credits

Credit Type	Program	Course	Verified	Credits
CPE	HFTP	101 - Intro to Finance and Technology	No	1.80

[Add your Credits](#)

Certified Education Credits

Credit Type	Program	Course	Product	Event	Credits
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