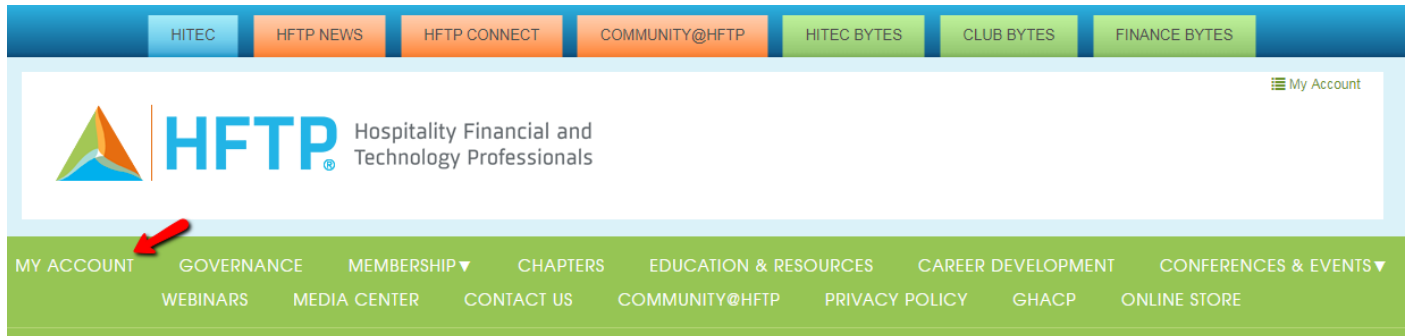
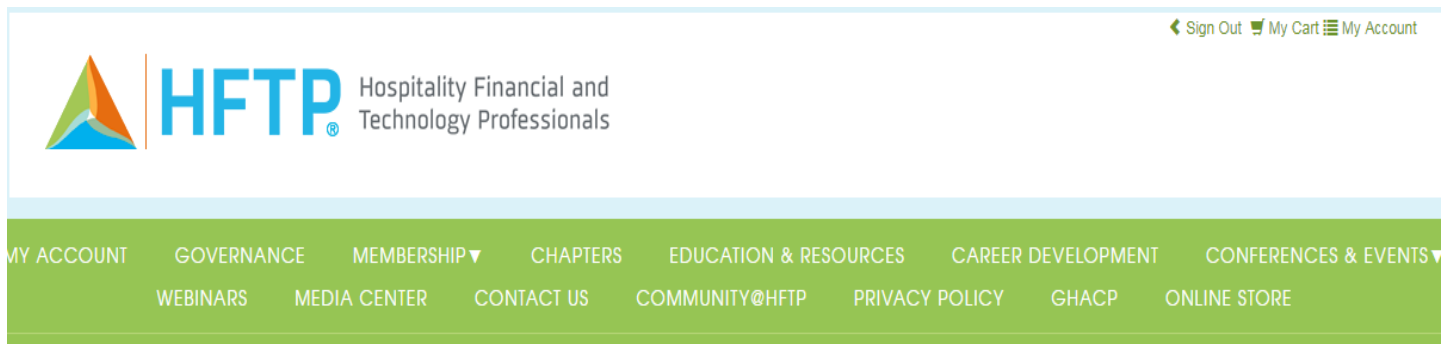


[How to Add Self-Reported Education Credits to Your HFTP Account](#)

Login to the HFTP website and go to My Account.



Your account screen will appear and select “My Education Credit” as shown below:



My Account

Association: HFTP / Membership Type: Member / Expires: 6/30/2019

The screenshot shows the 'My Account' page. On the left is a profile picture placeholder with the text 'NO PHOTO' and an 'Edit' button. Below it are contact details: Austin, TX 78726-1832, (512) 220-4021, (512) 220-4078, and zzrobin.bogdon@hftp.orgzz. There are 'Edit Contact Info' and 'Edit Social Links' buttons. The main section is 'Profile Details (Visible Online: Yes)' with an 'Edit Primary Info' button. It shows: Name: Ms. Robin Bogdon, Title: Certification Manager, Company: Hospitality Financial & Technology Professionals, and address: 11709 Boulder Ln Ste 110, Austin, TX, 78726-1832, UNITED STATES. There is an 'Add/Edit Bio' button and an 'Edit Demographics' button. On the right is a 'My Account Links' section with a list of links: My Profile, My Full Profile, My Full Contact Info, My Social Communities Links, My Invoices, My Membership, My Events, My Chapters, My Committees, My Education Credit (highlighted with a red arrow), My Expertise, My Saved Payment Info, My Transactions, My Automatic Payments, My Giving, My Communication Preferences, and Change My Password.

[How to Add Self-Reported Education Credits to Your HFTP Account \(cont\)](#)

Once “My Education Credit” is clicked, the following screen will appear. Education credits that are already on file will be shown. Find the Self-Reported Credits section. To add credits, click the “Add Your Credits” link.

My Educational Credit [← Back to My Profile](#) [My Account Menu ▾](#)

Please enter activity date range for your education credits.

Date from: Date thru:

(Click the GO button without date range to get all the records)

[Learn how to enter self reported education credits](#) | [Add your Credits](#) | [Print Transcript](#)

Self Reported Credits						
Credit Type	Program	Course	Activity Date	Verified	Credits	Specialty
CEU	Test	test 1	11/16/2015	Yes	2.00	Edit
CPE	Blackline University	Task Dependencies	09/25/2015	Yes	1.20	Finance/Accounting, Technology Edit
CPE	test with bryan	test with bryan	07/29/2015	Yes	1.00	Finance/Accounting Edit

My Certification/Self-Reported Credits Documents

Document	Document Summary

Once the “Add Your Credits” is clicked the following screen (next page) will appear:

[How to Add Self-Reported Education Credits to Your HFTP Account \(cont\)](#)

The screenshot shows a web form titled "Add - Self Report Credit" with the following fields and callouts:

- 1**: credit type: Please select (dropdown menu)
- 2**: program code: Please select (dropdown menu)
- 3**: self reported program: (text entry field)
- 4**: number of credits: (text entry field)
- 5**: course: (text entry field)
- 6**: course details: (text entry field)
- 7**: activity date: (text entry field)
- 8**: Specialty Info section with checkboxes for "finance/accounting?", "technology?", and "ethics?"
- 9**: Save button

Instructions for each field are provided in red text boxes on either side of the form.

1) Credit Type is a drop down option and it is suggested to select CPE or CEU option for self-reported credits.

2) Program Code is also a drop down option and it is suggested you leave this blank.

3) Self Reported Program is a text entry field where the name of the educational provider should be entered. Ex: HFTP, eComell, HFTP Chapter, etc.

4) Number of Credits text field would be the number of credits issued for the educational session.

5) Course is a text field where you enter the title of the course attended.

6) Course Details is a text field to enter the course content. Please be as descriptive as possible.

7) Activity Date is a text field to enter the date of your attendance of the session. You must enter a date.

8) Specialty Info may be checked if the session being added could be identified as a specialty related education session. If the session is General, leave these unchecked.

9) Once you have everything filled in, click the Save button. Refresh your "My Education Credit" screen and you will see the credit entry listed. Repeat the same process to add additional Self Reported Credits.

A sample entry follows below:

Activity Date	Event
05/31/2017	WEB053117 CHAE Review Series - Part 4

By following the steps above, once entered you will see a summary of the entered credits (next page):

My Educational Credit

[Back to My Profile](#)

[My Account Menu](#)

Please enter activity date range for your education credits.

Date from: Date thru:

(Click the GO button without date range to get all the records)

[Learn how to enter self reported education credits](#) | [Add your Credits](#) | [Print Transcript](#)

Self Reported Credits

Credit Type	Program	Course	Activity Date	Verified	Credits	Specialty	
CEU	Test	test 1	11/16/2015	Yes	2.00		Edit
CPE	Blackline University	Task Dependencies	09/25/2015	Yes	1.20	Finance/Accounting, Technology	Edit
CPE	test with bryan	test with bryan	07/29/2015	Yes	1.00	Finance/Accounting	Edit