

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”.

The screenshot shows the HFTP website's navigation menu. The HFTP logo is at the top left, with the text "Hospitality Financial and Technology Professionals" to its right. A user is logged in as "bryan.wood@hftp.org". The navigation menu includes: MY ACCOUNT (highlighted with a red arrow), GOVERNANCE, MEMBERSHIP, CHAPTERS, EDUCATION & RESOURCES, CAREER DEVELOPMENT, CONFERENCES & EVENTS, MEDIA CENTER, CONTACT US, PRIVACY POLICY, and GHACP WEBSITE. Below the menu are three promotional banners: "ProLinks HFTP WEBINARS", "HFTP CONNECT", and "ALIS THE AMERICAS LODGING INVESTMENT SUMMIT January 26-28, 2015". At the bottom is a grid of links: My Info, My Transactions, My Certifications, My Education Credit (highlighted with a red arrow), My Committees, HFTP Member Directory, Events Calendar, Events List, My Chapter, Online Store, Create New User, Join HFTP, Renew My Membership, and Change Password.

Once “My Education Credit” is clicked; a different screen will load. 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 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...

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

The “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.

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.

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.

The screenshot shows a web form titled "Add - Self Report Credit". The form is divided into two main sections: "Self Reported Credit Information" and "Specialty Info".

Self Reported Credit Information:

- individual: Wood Bryan
- credit type: Please select (dropdown menu)
- program code: Please select (dropdown menu)
- self reported program: (text entry field)
- number of credits: (text entry field)
- course: (text entry field)
- course details: (text entry field)
- activity date: (text entry field)

Specialty Info:

- finance/accounting?
- technology?
- ethics?

At the bottom right of the form, there are "Save" and "Cancel" buttons.

Callout boxes from the surrounding text point to the following fields:

- "Credit Type" dropdown menu
- "Program Code" dropdown menu
- "Self-Reported Program" text entry field
- "Number of Credits" text entry field
- "Course" text entry field
- "Course Details" text entry field
- "Activity Date" text entry field
- "Specialty Info" checkboxes
- "Save" button

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

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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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