

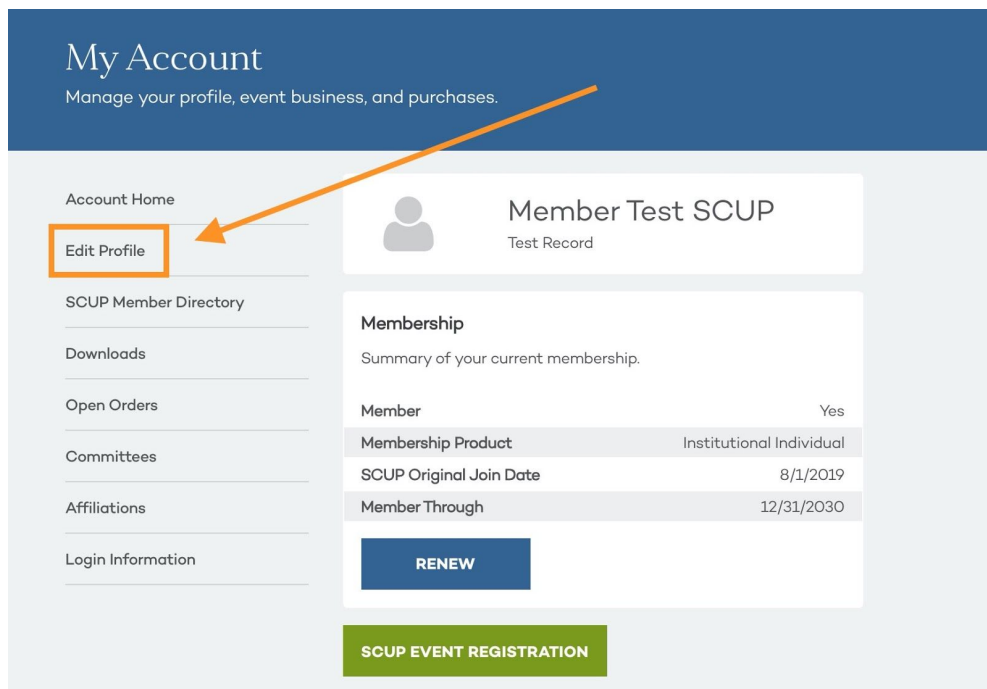


Attendee CEU Instructions

How to submit session attendance, view session attendance, and access certificates.

Add Your AIA Number to Your SCUP Profile

1. Log in to <https://myaccount.scup.org/>
2. Click “Edit Profile”



3. Scroll down to the “Professional” section.
4. Enter your AIA member number in the “AIA Number” field.

Professional

Main Planning Responsibility: --None--

Designation: CAE, PhD, PE, LEED AP, AIA, AICP

AIA Number: 33333333

Other Association Memberships:

Biography: [Rich text editor with B, I, U, S buttons]

An orange arrow points from the top right towards the AIA Number field, which is highlighted with an orange box.

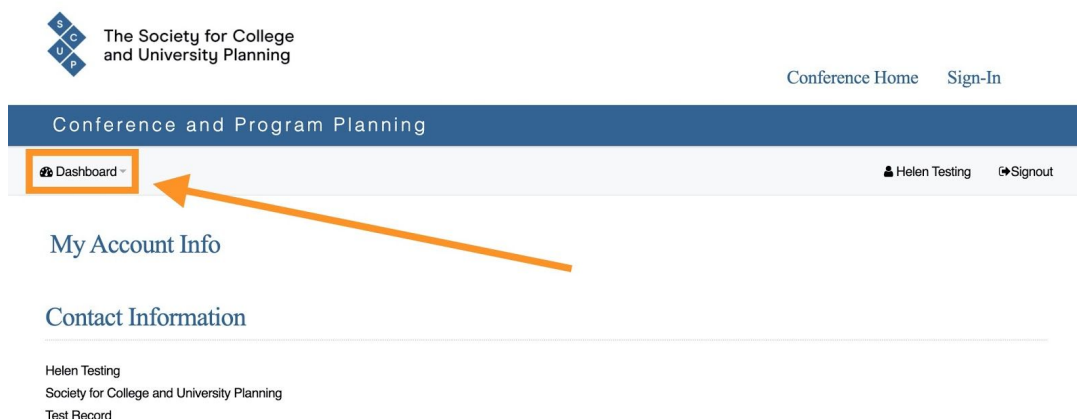
5. Scroll to the bottom of the page and click “Save”.

Live Sessions (Face-to-Face and Virtual)

Using Your Browser

How to Submit Attendance

1. If you need AIA credit, make sure your AIA Number is in your SCUP Profile
https://myaccount.scup.org/nc_myprofile.
2. Go to <https://ww2.aievolution.com/scup/> and login using your SCUP username and password.
3. Click on “Dashboard” in upper left corner.



4. Under the applicable conference tile on the dashboard, click on “Claim Credit.”

Dashboard

Navigate your account and available options by selecting links from the options below.

Profile	SCUP 2020 Mid-Atlantic Regional Conference (Spring)	SCUP 2020 Annual Conference
→ Profile	Mar 15 - 17, 2020 → Claim Credit	Jul 18 - 23, 2020 Proposals

5. Next to the applicable conference, click “Claim”

Dashboard ▾ Helen Testing Signout

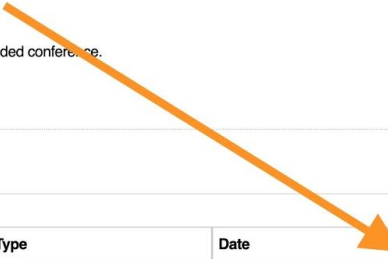
My CEUs

Use this section to manage your credits. You can view and print your certificates for each attended conference.

Claim Credit

Registered or Recently Claimed Conferences

Conference	Type	Date	Action
SCUP 2020 Mid-Atlantic Regional Conference (Spring)	Regional Conference	March 15 - 17, 2020	Claim



6. The Search Sessions page shows a full listing of conference sessions with CEU eligibility. Click “Add Credit” next to the session you attended.
- You can only claim credit for sessions that have ended. That means you cannot submit your attendance until after the session’s end time.**

Dashboard ▾ Helen Testing Signout

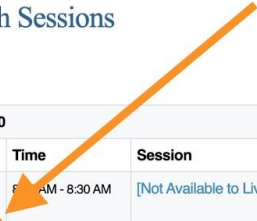
Search Sessions

15 Matches found.

Action	Time	Session	Type	Credit Hours
Preview	8:00 AM - 8:30 AM	[Not Available to Live Stream] Haverford College Lutnick Library Transformation	Concurrent Session	1.00
Add Credit	8:30 AM - 9:00 AM	[Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning	Concurrent Session	1.00

03/16/2020

Action	Time	Session	Type	Credit Hours
Preview	10:05 AM - 11:05 AM	Decarbonizing Your Campus: Planning for Electrification and Resilience	Concurrent Session	1.00
Preview	10:05 AM - 11:05 AM	Master Planning Engagement Strategies for Underserved and Underrepresented Students	Concurrent Session	1.00



- “Preview” either means
 - You already submitted attendance for that session OR that session has not ended yet.
- If you already submitted attendance for a different session in the same time slot, you will receive an error message. You will need to remove your attendance from the original session. See *How to Remove Attendance from a Session* below.

Search Sessions

Unable to award credit for this session due to the following reason(s):

- This event is in conflict with one or more events already. Conflict Info: [Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning

15 Matches found.

7. On Confirm CEUs, click “I Do”, then “Next.”

Dashboard Helen Testing Logout

Confirm CEUs

I hereby attest that I attended this session.

* - indicates a required item.

Session Title:
[Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning

Type:
Concurrent Session

Starts On:
03/15/2020 8:30 AM

Ends On:
03/15/2020 9:00 AM

Location:
The Heldrich Hotel

☒ I Do

NEXT

This is not the event I attended.

8. The Evaluation for the session will load. **You must fill out the evaluation to submit attendance.** Click “Submit.”

9. My CEUs will show a green confirmation message that you’ve recorded attendance for that session. From this page, you can do a number of things:

- Submit attendance for another session by clicking “Claim” next to the conference.
- See the list of sessions you’ve recorded attendance for.
- Print or email your CEU certificate.

Dashboard Helen Testing Logout

The Evaluation has been completed successfully and CEU Credits have been awarded.

My CEUs

Use this section to manage your credits. You can view and print your certificates for each attended conference.

Claim Credit

Registered or Recently Claimed Conferences

Conference	Type	Date	Action
SCUP 2020 Mid-Atlantic Regional Conference (Spring)	Regional Conference	March 15 - 17, 2020	Claim

Your session attendance record

^ SCUP 2020 Mid-Atlantic Regional Conference (Spring)

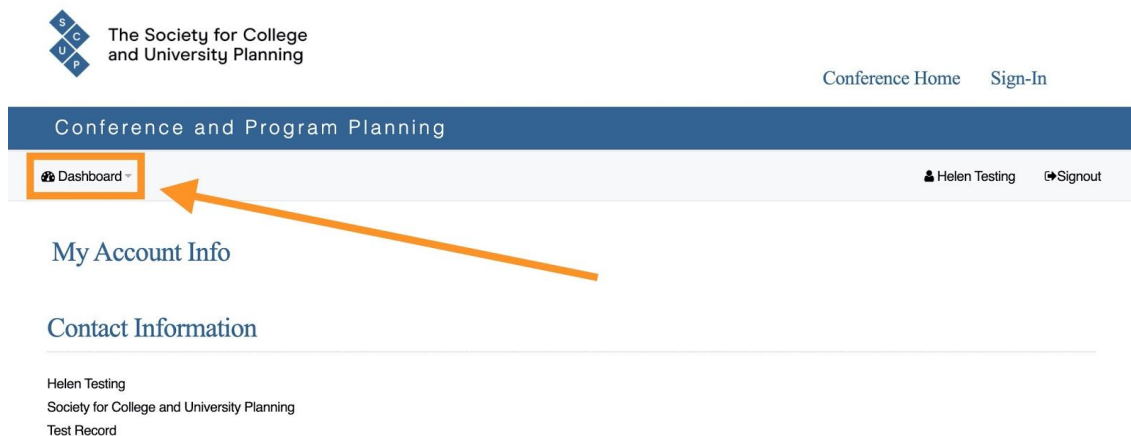
Session	Time	Action
[Not Available to Live Stream] Haverford College Lutnick Library Transformation	03/15/2020 8:00 - 8:30	REMOVE CEU EDIT EVALUATION
[Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning	03/15/2020 8:30 - 9:00	REMOVE CEU EDIT EVALUATION

Your CEU certificate

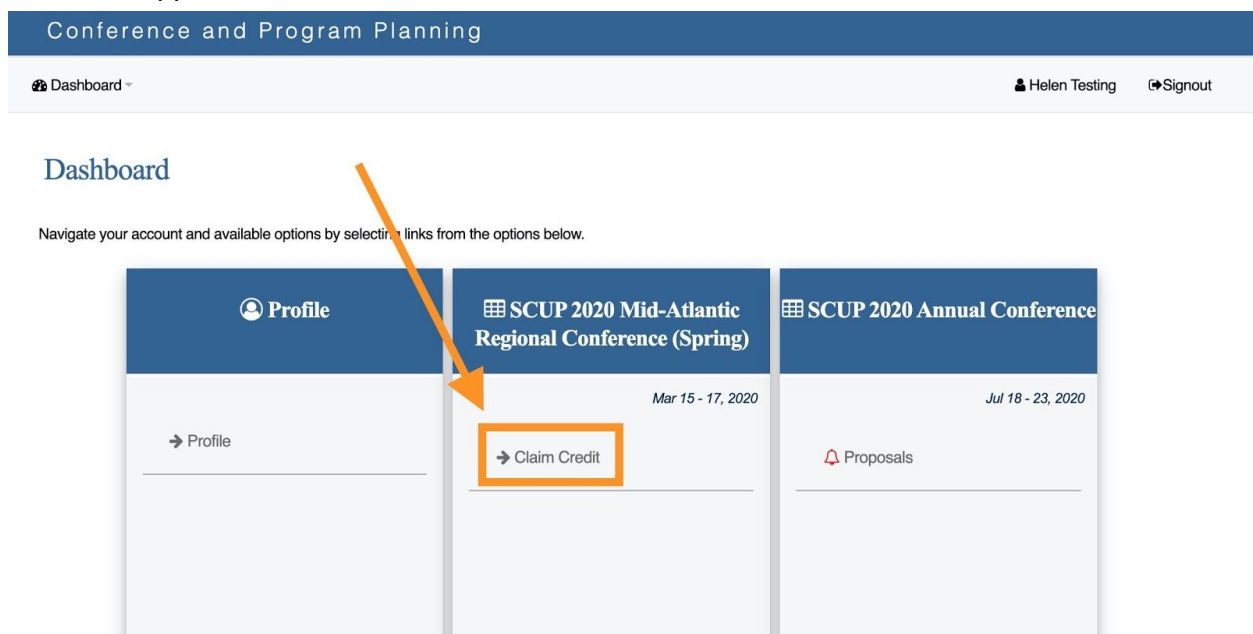
PRINT CERTIFICATE EMAIL CERTIFICATE

How to Remove Attendance from a Session

1. Click “Dashboard” in the upper left corner.



2. Under the applicable conference tile on the dashboard, click on “Claim Credit.”



3. Click “Remove CEU” next to the session you’d like to remove your attendance from.

Dashboard ▾ Helen Testing Signout

My CEUs

Use this section to manage your credits. You can view and print your certificates for each attended conference.

Claim Credit

Registered or Recently Claimed Conferences

Conference	Type	Date	Action
SCUP 2020 Mid-Atlantic Regional Conference (Spring)	Regional Conference	March 15 - 17, 2020	Claim

^ SCUP 2020 Mid-Atlantic Regional Conference (Spring)

Session	Time	Action
[Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning	03/15/2020 8:00- 8:30	<div>REMOVE CEU</div> <div>EDIT EVALUATION</div>

PRINT CERTIFICATE EMAIL CERTIFICATE

4. In the confirmation window, click “Ok”.

How To See Your Session Attendance Record and Access Your CEU Certificate

1. Go to <https://ww2.aievolution.com/scup/> and login using your SCUP username and password.
2. Click on “Dashboard” in upper left corner.

SCUP The Society for College and University Planning Conference Home Sign-In

Conference and Program Planning

Dashboard ▾ Helen Testing Signout

My Account Info

Contact Information

Helen Testing
Society for College and University Planning

3. Click on “Claim Credit” next to the conference that you need a certificate for.

Conference and Program Planning

Dashboard

Helen Testing

Signout

Dashboard

Navigate your account and available options by selecting links from the options below.

Profile

→ Profile

SCUP 2020 Mid-Atlantic Regional Conference (Spring)

Mar 15 - 17, 2020

→ Claim Credit

SCUP 2020 Annual Conference

Jul 18 - 23, 2020

Proposals

4. My CEUs lists your session attendance record under the conference name. Options for your certificate are at the bottom of the page.
 - a. "Print Certificate" to save or print a PDF AIA or self-report certificate.
 - b. "Email Certificate" to email a copy of your PDF AIA or self-report certificate.

My CEUs

Use this section to manage your credits. You can view and print your certificates for each attended conference.

Claim Credit

Registered or Recently Claimed Conferences

Conference	Type	Date	Action
SCUP 2020 Mid-Atlantic Regional Conference (Spring)	Regional Conference	March 15 - 17, 2020	Claim

Submit attendance for another session

Your session attendance record

SCUP 2020 Mid-Atlantic Regional Conference (Spring)

Session	Time	Action
[Not Available to Live Stream] Haverford College Lutnick Library Transformation	03/15/2020 8:00- 8:30	<div>REMOVE CEU</div> <div>EDIT EVALUATION</div>
[Not Available to Live Stream] Re-centering Student Life at Lehigh: Maximizing the Impact of Integrated Planning	03/15/2020 8:30- 9:00	<div>REMOVE CEU</div> <div>EDIT EVALUATION</div>

Your CEU certificate

PRINT CERTIFICATE

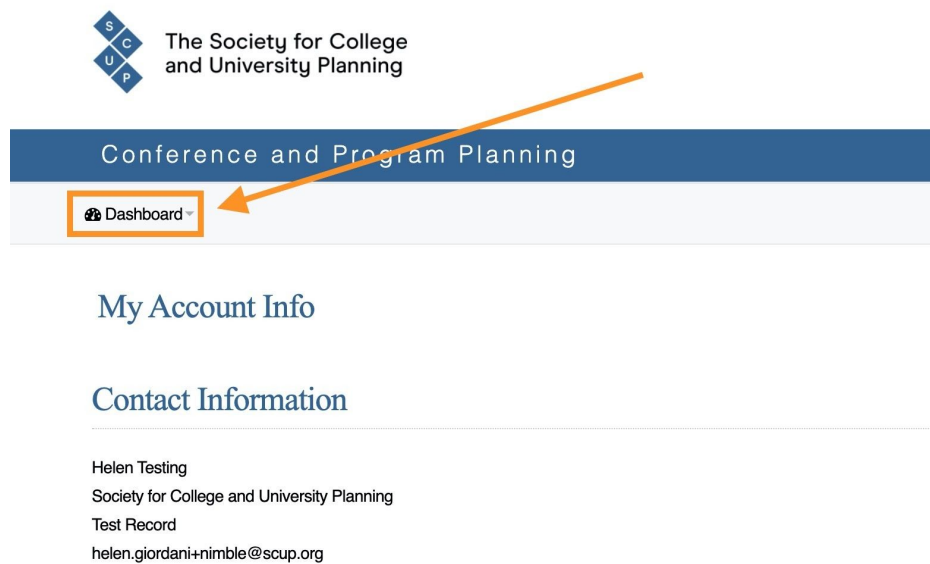
EMAIL CERTIFICATE

On-Demand, Recorded Sessions

How to Submit Attendance/Claim Credit

To claim credit for an on-demand, recorded session, you must take a quiz about the session's content and score at least 70%. You may retake the quiz as many times as you need.

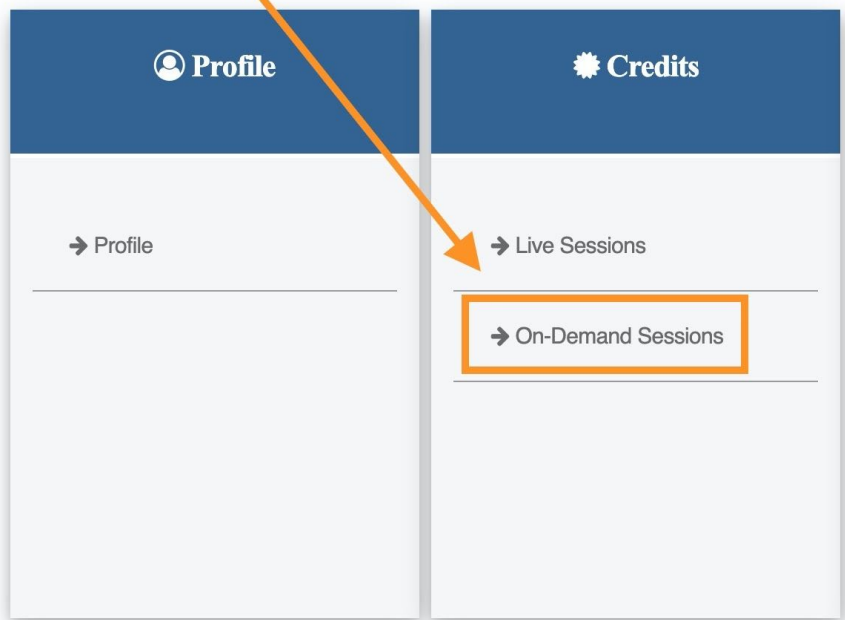
1. If you need AIA credit, make sure your AIA Number is in your SCUP Profile
https://myaccount.scup.org/nc_myprofile. (See *Add Your AIA Number to Your SCUP Profile*)
2. Either click the "Claim CEUs" link under the streaming video or go to <https://ww2.aievolution.com/scup/> and login using your SCUP username and password.
3. Click on "Dashboard".



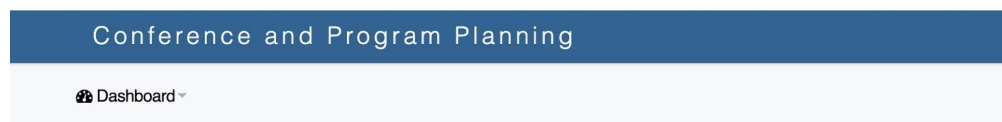
4. Click on "On-Demand Sessions".

Dashboard

Navigate your account and available options by selecting links from the options below.



5. Click on "Show All On-Demand Sessions".



My On-Demand Sessions

Instructions:

1. Click "Show All On-Demand Sessions".
2. Select a session.
3. Click "Claim Credit" to take the quiz and submit an evaluation.



6. Click on the session you'd like to submit attendance for.

On-Demand Sessions

[SEARCH](#)

4 Matches found.

Session Title	Credit Hours
Building the Brand: Creating Identity and Shaping Experience	1.00
Building the Brand: Creating Identity and Shaping Experience	1.00
On-Demand Session 1	1.00
On-Demand Session 2	1.50

7. The session's page will load. Click "Claim Credit" to start the process.

On-Demand Session 2

Credit Hours: 1.5

Learning Outcomes:

LO1

LO2

LO3

LO4

Abstract: ;askjlf

[Main Contact Presenter](#)

[Sterling Hallfors, Ai](#)

[Credit Amounts](#)

AIA LU: 1.50

Approval Number: SCUPM20C361OD

AICP LU: 1.50

[CLAIM CREDIT](#)

Required Action	Status
Quiz	✗
Evaluation	✗

8. Click "Take Quiz".

On-Demand Session 2

This session has been added to your My On-Demand Sessions. Complete required action(s) below to claim your credit.

Credit Hours: 1.5

Learning Outcomes:

LO1

LO2

LO3

LO4

Abstract: ;askjlf

[Main Contact Presenter](#)

[Sterling Hallfors, Ai](#)

[Credit Amounts](#)

AIA LU: 1.50

Approval Number: SCUPM20C361OD

AICP LU: 1.50

Required Action	Status
Take Quiz	◀
Attempts: 0/3 - Result: n/a	
Evaluation	✗

9. After you pass the quiz, you need to submit an evaluation before you can receive credit for the session. Click "Complete Evaluation".

On-Demand Session 2

Credit Hours: 1.5

Learning Outcomes:

LO1

LO2

LO3

LO4

Abstract: ;askjif

Main Contact Presenter

Sterling Hallfors, Ai

Credit Amounts

AIA LU: 1.50

Approval Number: SCUPM20C361OD

AICP LU: 1.50



Required Action	Status
View Quiz Results	✓
Attempts: 1/3 - Result: Passed - Score: 70%	
Complete Evaluation	◀

10. After you submit the evaluation, you will be able to print or email yourself a PDF certificate.

On-Demand Session 2

The quiz and evaluation have been completed and CEU credits have been awarded.

Credit Hours: 1.5

Learning Outcomes:

LO1

LO2

LO3

LO4

Abstract: ;askjif

Main Contact Presenter

Sterling Hallfors, Ai

Credit Amounts

AIA LU: 1.50

Approval Number: SCUPM20C361OD

AICP LU: 1.50



Required Action	Status
View Quiz Results	✓
Attempts: 1/3 - Result: Passed - Score: 70%	
View Evaluation Responses	✓

PRINT CERTIFICATE

EMAIL CERTIFICATE


How to Access All of Your On-Demand Session Certificates

1. Go to <https://ww2.aievolution.com/scup/> and login using your SCUP username and password.
2. Click on "Dashboard".



The Society for College
and University Planning

Conference and Program Planning

 Dashboard ▾

My Account Info


Contact Information

Helen Testing
Society for College and University Planning
Test Record
helen.giordani+nimble@scup.org



The Society for College
and University Planning

Conference and Program Planning

 Dashboard ▾

My Account Info

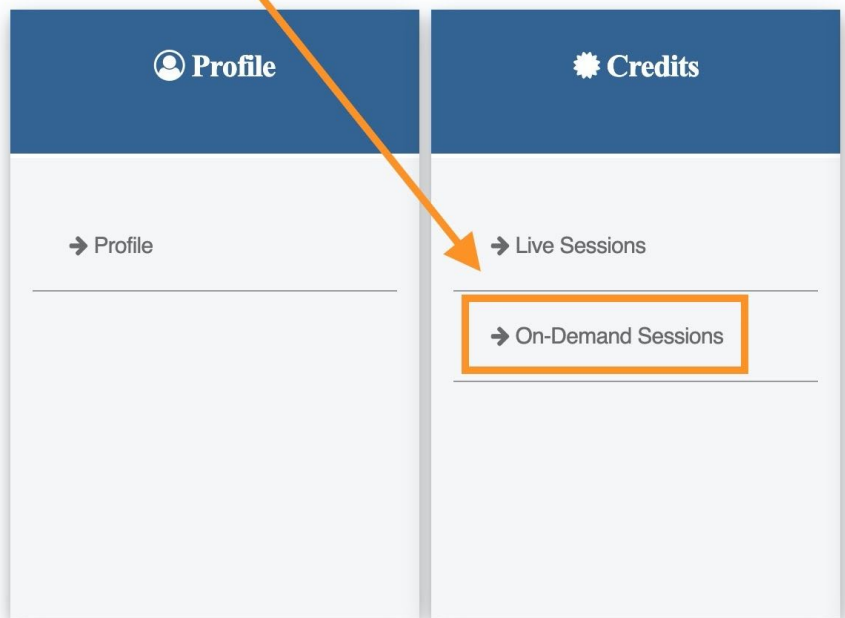
Contact Information

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Society for College and University Planning
Test Record
helen.giordani+nimble@scup.org

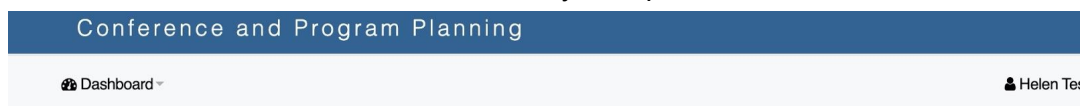
3. Click on “On-Demand Sessions”.

Dashboard

Navigate your account and available options by selecting links from the options below.



4. Your claimed credits will be listed under “My Completed On-Demand Sessions”.



My On-Demand Sessions

Instructions:

1. Click "Show All On-Demand Sessions".
2. Select a session.
3. Click "Claim Credit" to take the quiz and submit an evaluation.

[SHOW ALL ON-DEMAND SESSIONS](#)

My Completed On-Demand Sessions

Use this page to view completed on-demand sessions.

Title	Completed On	Options		
On-Demand Session 2	Wednesday April 15, 2020	PRINT CERTIFICATE	EMAIL CERTIFICATE	REMOVE