

## Getting your CSE Credits off from the MSTA Website

As you already know, we have a new website and database system to track your membership and CSE credits. The old website contained all your CSE Credits prior to August of 2017. If you don't have records of your credits prior to August 2017, you will not be able to get them by logging onto the website. Instead you will have to send an email to the address below to request a report of those.

The new website contains your CSE Credits from August 2017 through now. To get a record of the credits you received from the Fall 2017 meeting or the 2018 Michigan Onsite WW Conference, follow the steps below:

1. Log into your account on [www.msta.biz](http://www.msta.biz) If you do not remember your username /or password, click on "Forgot Your Password?" on the MSTA Homepage. You will receive an automatic email with instructions to get your username / password.
2. Once you are logged in, go to "My Membership Information"
3. Click on the "other information" tab
4. Click on "Prior Event Registrations"
5. Find the class you just attended and click on the symbol with the checkmark inside the square
6. A copy of your transcript will appear showing the credits you earned by going to the meeting
7. Print this page and keep it for your records to be turned into the DEQ when you renew your license.

Please save these instructions for future use. Please also save your username and password somewhere safe as well so that you can log onto the MSTA website again. By the way, your username and password can be changed to something you remember more easily by clicking on "Member Information / change username and password" (right next to the "other information" tab).

Thank You.

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