

# How to Navigate the MSTA Website [www.msta.biz](http://www.msta.biz)

## **How to log in to your personal portal of the MSTA website**

1. Log into your account on [www.msta.biz](http://www.msta.biz)

Click on Login at the top of the screen. If you do not remember your username /or password, click on "Forgot Your Username / Password?" You will receive an automatic email with instructions to get your username / password. Follow the instructions on this email to log in.

## **Getting your CSE Credits off from the MSTA Website**

To get a record of the credits you received by going to an MSTA event, follow the steps below:

1. Once you are logged in, go to "Member Dashboard"
2. Click on the "my events" tab
3. Click on "Prior Event Registrations"
4. You will see a list of MSTA classes that you attended.
5. To get a CSE Report (transcript) from a class, click on the symbol that looks like a piece of paper to the far right on the line where the class is.
6. A copy of your report (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 EGLE 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).

## **Changing contact information for your membership**

1. Log into your account on
2. Once you are logged in, go to "Member Dashboard"
3. Click on the "Membership Information" tab
4. Click on "change contact / profile"
5. Change your profile information
6. BE SURE TO PRESS SUBMIT AT THE BOTTOM OF THE PAGE

## **Adding employees or additional people to your membership**

1. Log into your account on [www.msta.biz](http://www.msta.biz)
2. Once you are logged in, go to "Member Dashboard"
3. Click on the "Membership Information" tab
4. Click on "additional individuals included" tab
5. Click on "add additional member"
6. Fill out the information about this member
7. Do this for every person you would like to add to your membership

## **Changing your username / password**

1. Log into your account on [www.msta.biz](http://www.msta.biz)
2. Once you are logged in, go to "Member Dashboard"
3. Click on the "Membership Information" tab
4. Click on "change username / password" tab
5. Fill out the rest of the information