

# Avera CE Portal

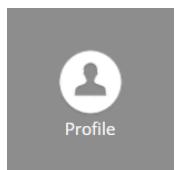
## My CE Button

The “My CE” button houses several functions of the Avera CE Portal. You are able to access your profile, transcript, evaluations/certificates, registrations, Claim Credit, test and syllabus. This button is located in the green bar at the top of the page.

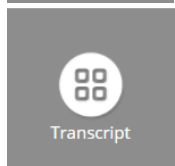
### Click My CE Button



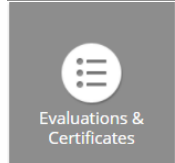
### Click on the button you need and proceed.



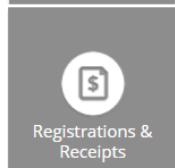
Profile: demographic information, credit types, and password reset



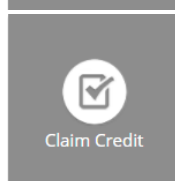
Transcript: download transcript and upload documentation/certificates for comprehensive education record



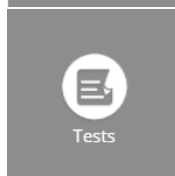
Evaluations & Certificates: evaluations to be taken and certificates of attendance



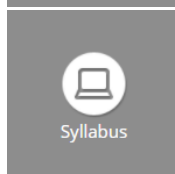
Registrations & Receipts: copy of receipt for all educational activities that you attend



Claim Credit: enter code to record your attendance



Tests: tests assigned to an activity



Syllabus: presentations that have been attached to an activity