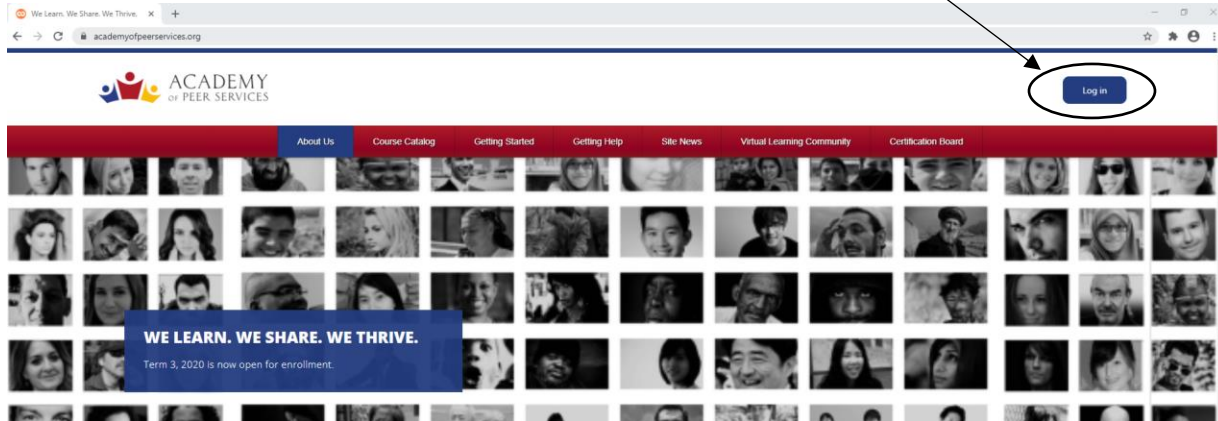


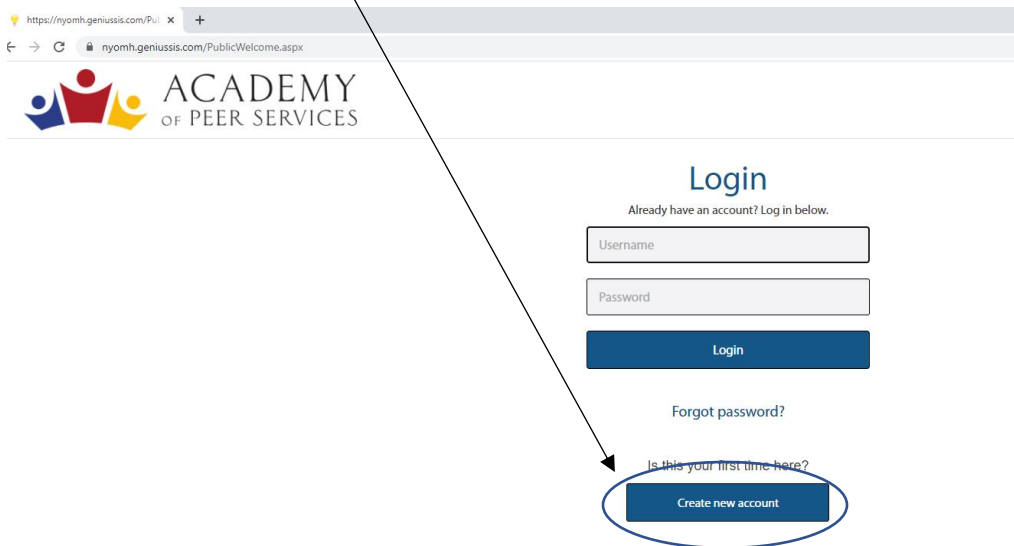
How to Access Workshop Evaluations/Receive CEUs

Please navigate to www.academyofpeerservices.org – then CLICK “Log in”



Enter your Username and Password, press “Enter” or click “Login” if you already have an account

OR CLICK “Create new account” if you DO NOT already have an account

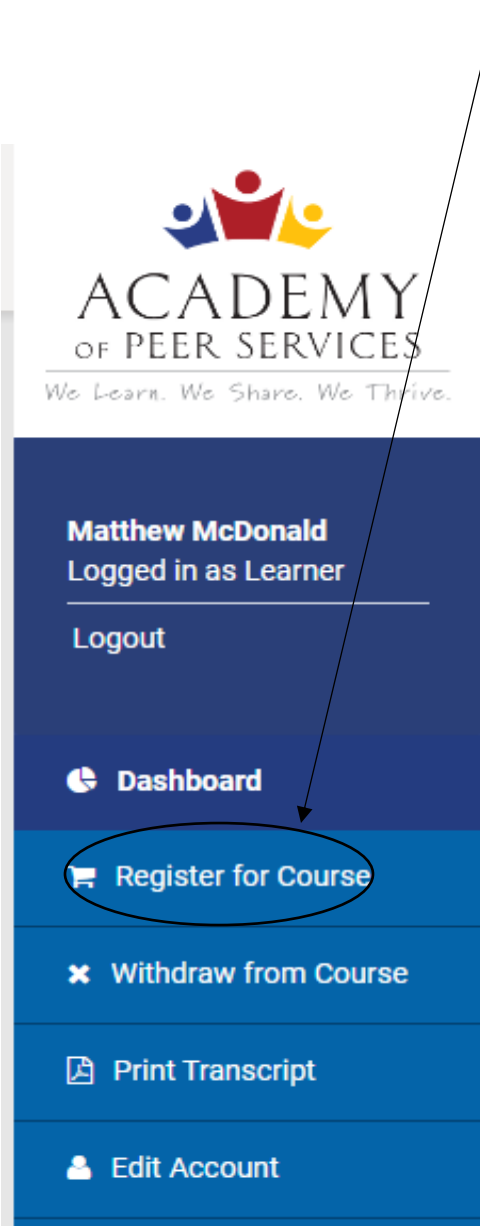


If you have forgotten your password, please try to click ‘Forgot Password’

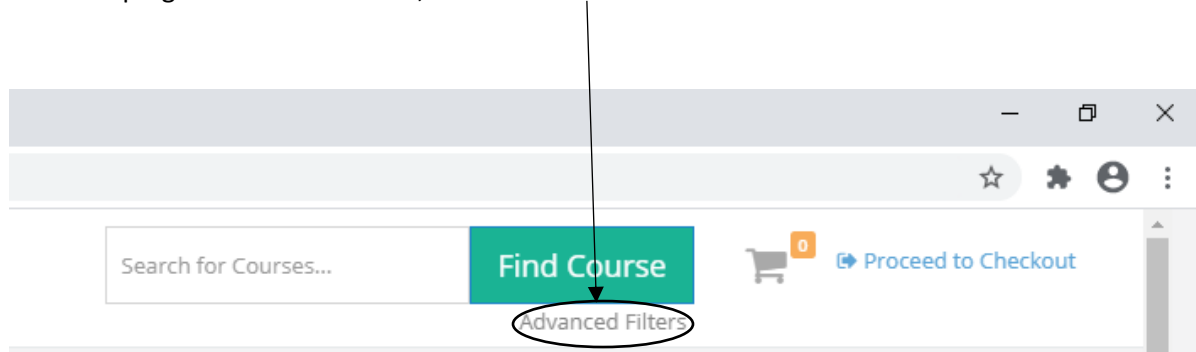
If you are not successful in resetting your password, please contact Maryam at the Academy of Peer Services

Her email address is maryamh@nyaprs.org

On the left side of the screen, CLICK "Register for Course"



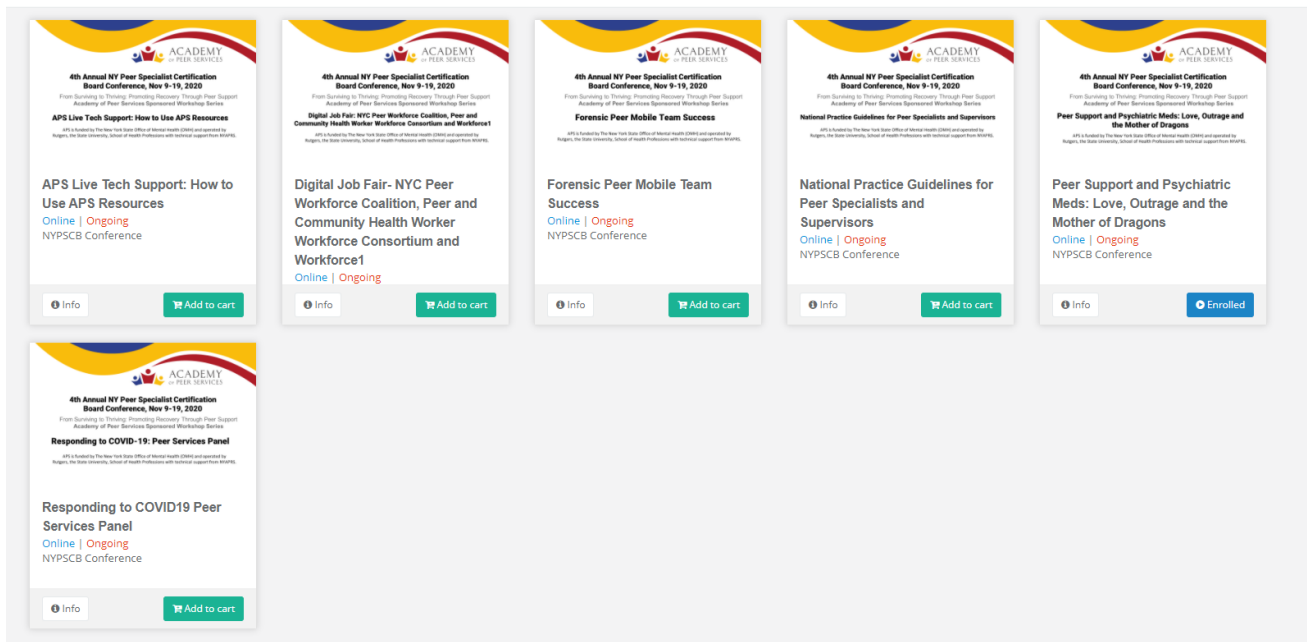
On the top right side of the screen, CLICK "Advanced Filters"



Where it says “All Categories”, use the drop down menu to select “NYSPSCB Conference”



You will then see ONLY the Conference Workshop Evaluations



For any Conference Sessions you have participated in, click “Add to cart”

In the top right side of the page, click “Proceed to Checkout”, then click ‘Confirm’

Go back to your Dashboard, and you will see the Evaluations listed under ‘Active Courses’

PLEASE ANSWER ALL QUESTIONS THOROUGHLY, IN ORDER TO RECEIVE CEUs