How to upload and post your con-ed credits on the MTAS Website

- Before you do anything else, ensure that you have saved the certificate on your computer, and that the file is named the same as the course title. This is to ensure that I can quickly review your file and match the uploaded certificates with the credits you have entered and requested. The file must be a .jpg, .doc or .pdf file. We are not able to open and view Apple/Mac file extensions (.heic or .pages).
- 2. From the homepage (shown below), scroll down to the bottom of the page to log into the Members Only section of the website.



3. Click on Member Sign-in and enter your log in information. If you have forgotten this, e-mail me and I will reset your account.

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f	0	Executive Director Email Lori Green - Executive Director lorigreen@saskmassagetherapy.com	We are closed between Noon - 1pm and all statutory holidays	
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4. To access your personal profile, click on "Profile" in the top navigation bar. You will now see three headings: Profile, Documents and Credits, as shown in the screen shot below:

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The Documents section is where you will upload your approved con-ed certificates or other proof of completion. Click on the "Choose File" button and select the document from wherever you have saved it on your computer. <u>Please ensure the file is named the same as the course, not a random string of digits.</u> Then click on "Upload". Below the Upload button you will see the file you have just added.

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File has been uploaded and is displayed in the list of documents.

6. Now you will complete the process by clicking on the Credits section. This is where you will add the details of the course – title, date of completion and number of credits. Doing this sends a message to the MTAS administration desktop, so that I know to check your file for a certificate. NOTE: FAILURE TO COMPLETE THIS PART OF THE PROCESS MEANS THAT I WILL NEVER KNOW YOU HAVE ADDED SOMETHING, SO THE CREDITS WILL NOT BE RECORDED TO YOUR FILE.

Click on the orange "Add New Course" button and enter the details in the spaces provided.

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Course name, type, date and # of credits added.

Click on the orange **"Save"** button. This completes the process and sends a message to the MTAS administration desktop to check your file to match up the request for credits and the certificate uploaded. It will remain as waiting for approval until I check your file and approve or deny the request.

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Newly added course shown as approved in your credit history.

An alternative way to add credits to your file is to search the approved database for the course you have completed. As in step 6 above, you will first navigate to the Credits tab, then click on the drop-down arrow beside the Select New Course button. This opens up the approved database which is presented in alphabetical order.

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Scroll through to find the course you are looking for, then click on the + button beside the name. This adds the course to your profile and sends a message to the MTAS administration desktop, so I know to check your file for the certificate.

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Selected new course with highlighted + icon.

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Member profile showing newly added course as pending approval by the MTAS office.

Once I review your file for the uploaded certificate, I approve the entry and the item changes to Approved status in your profile.