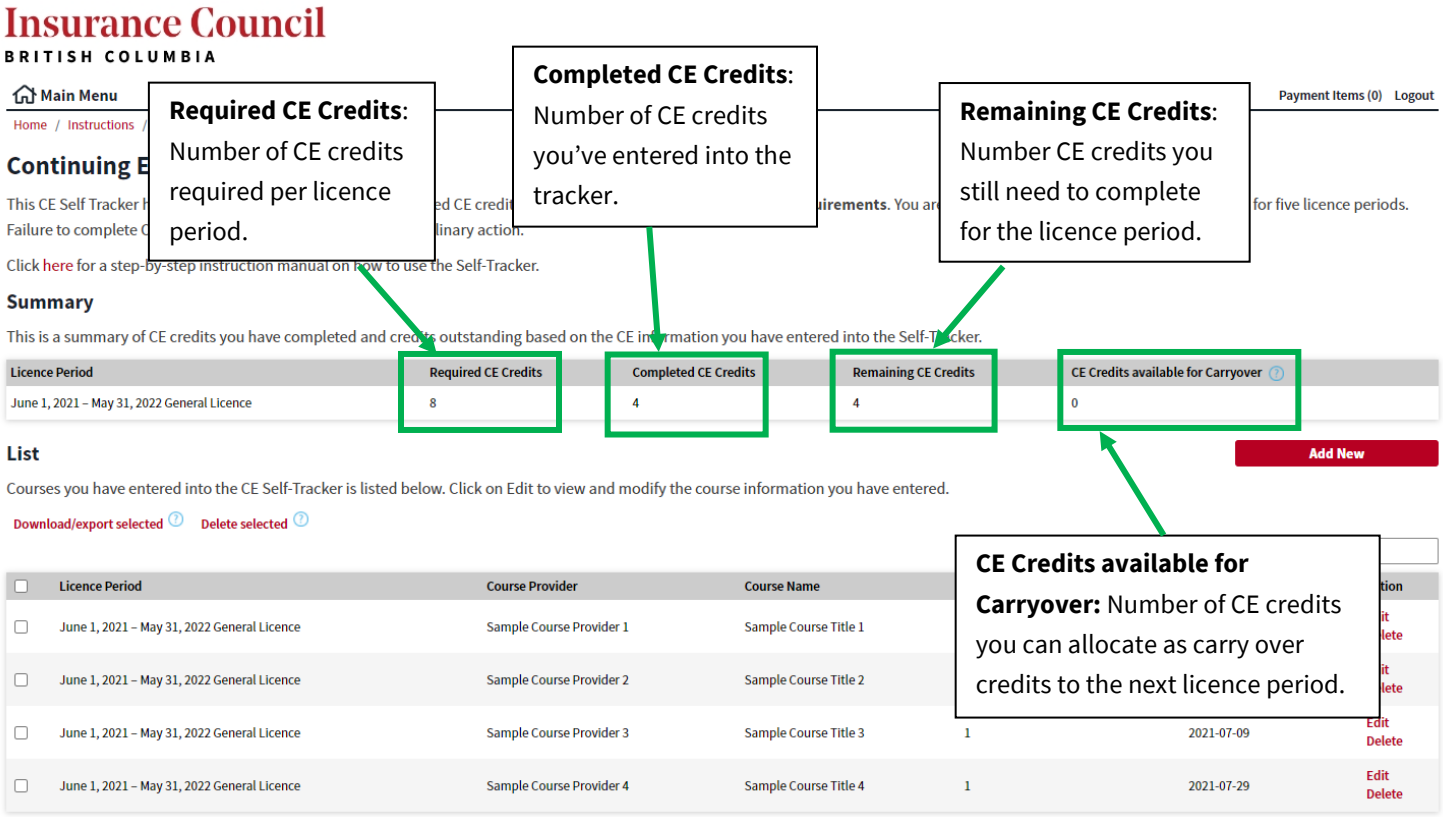
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CE Self-Tracker – Reference Guide

About this Guide:
The CE Self-Tracker Reference Guide provides step-by-step instructions on how to enter information into the CE Self-Tracker with screenshots **below** each step.

Understanding the CE Self-Tracker



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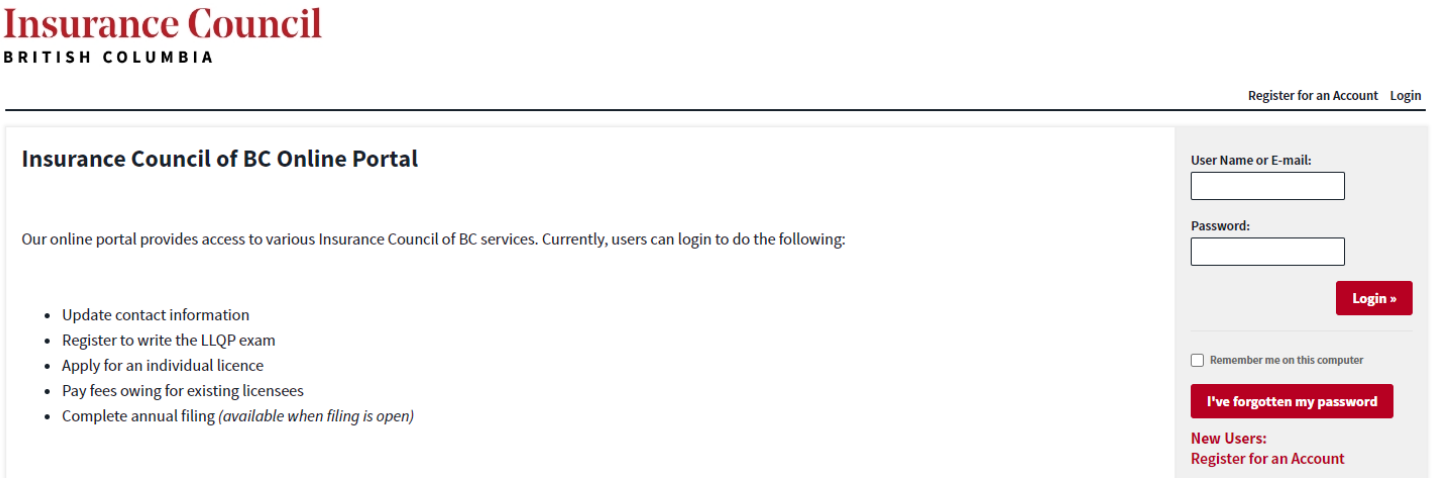
Entering your CE Information

Step 1: Go to the Online Portal.

To access the Online Portal, go to the Insurance Council of British Columbia website and click on 'Portal Login'.

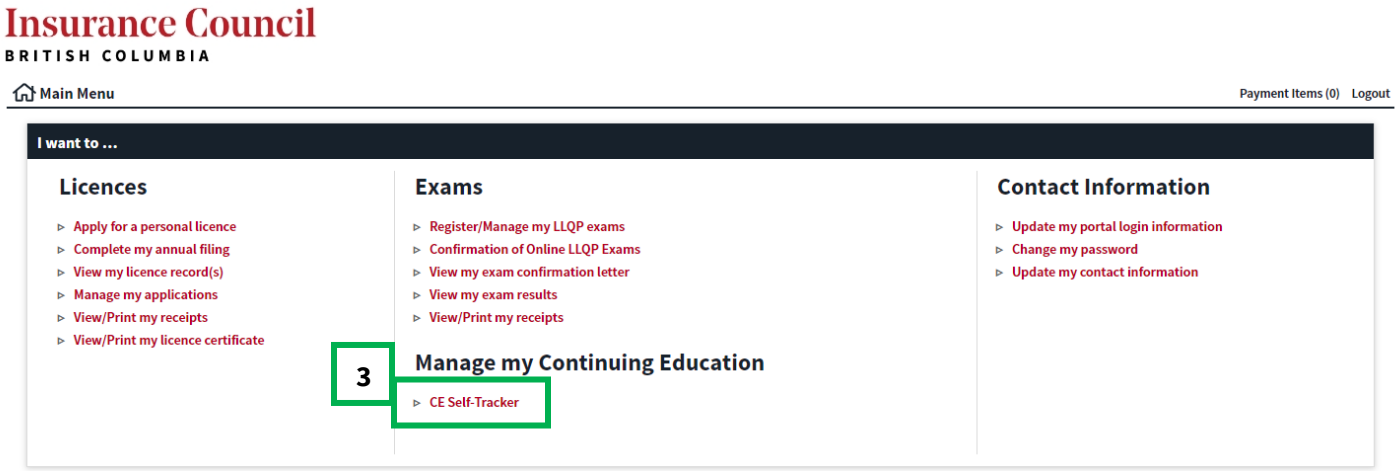


Step 2: Enter your Login Information.

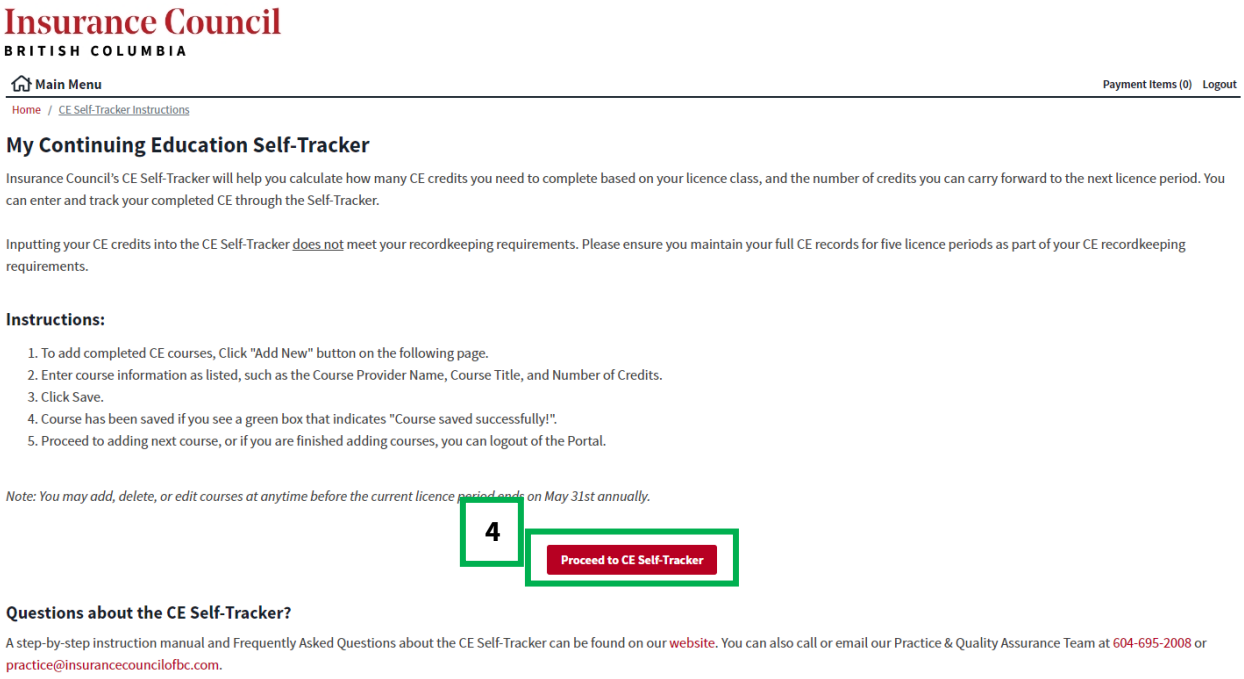


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Step 3: Once you have entered your login information on the Online Portal, you will see a main menu. Under Manage my Continuing Education, click on 'CE Self-Tracker'.

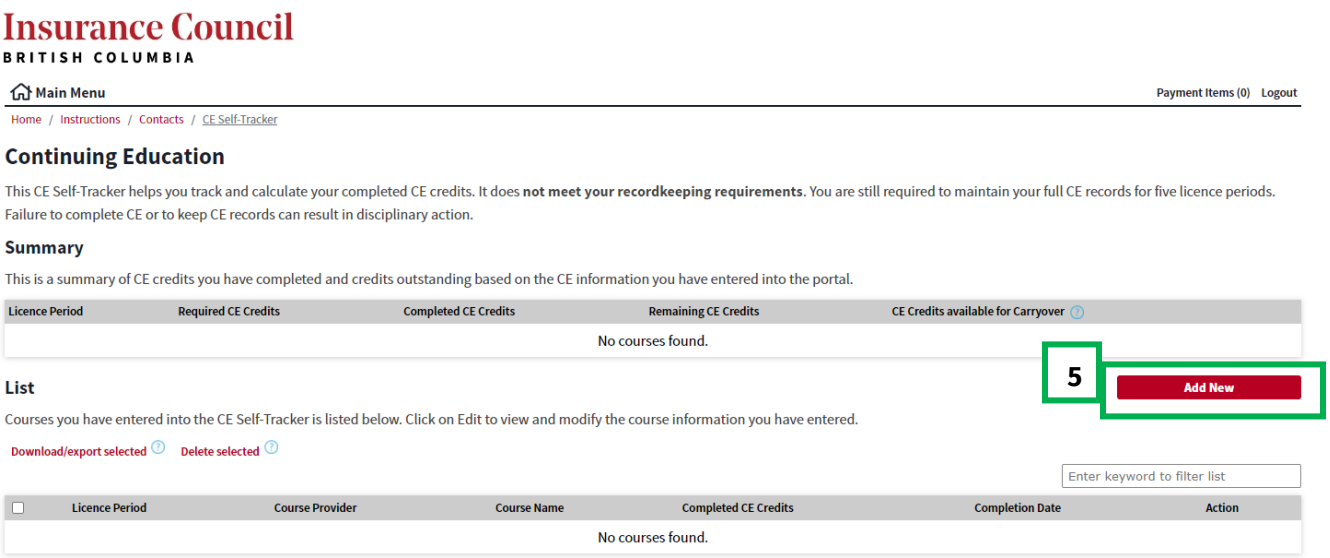


Step 4: Review the details on the CE Self-Tracker and the instructions. Click on 'Proceed to CE Self-Tracker'.



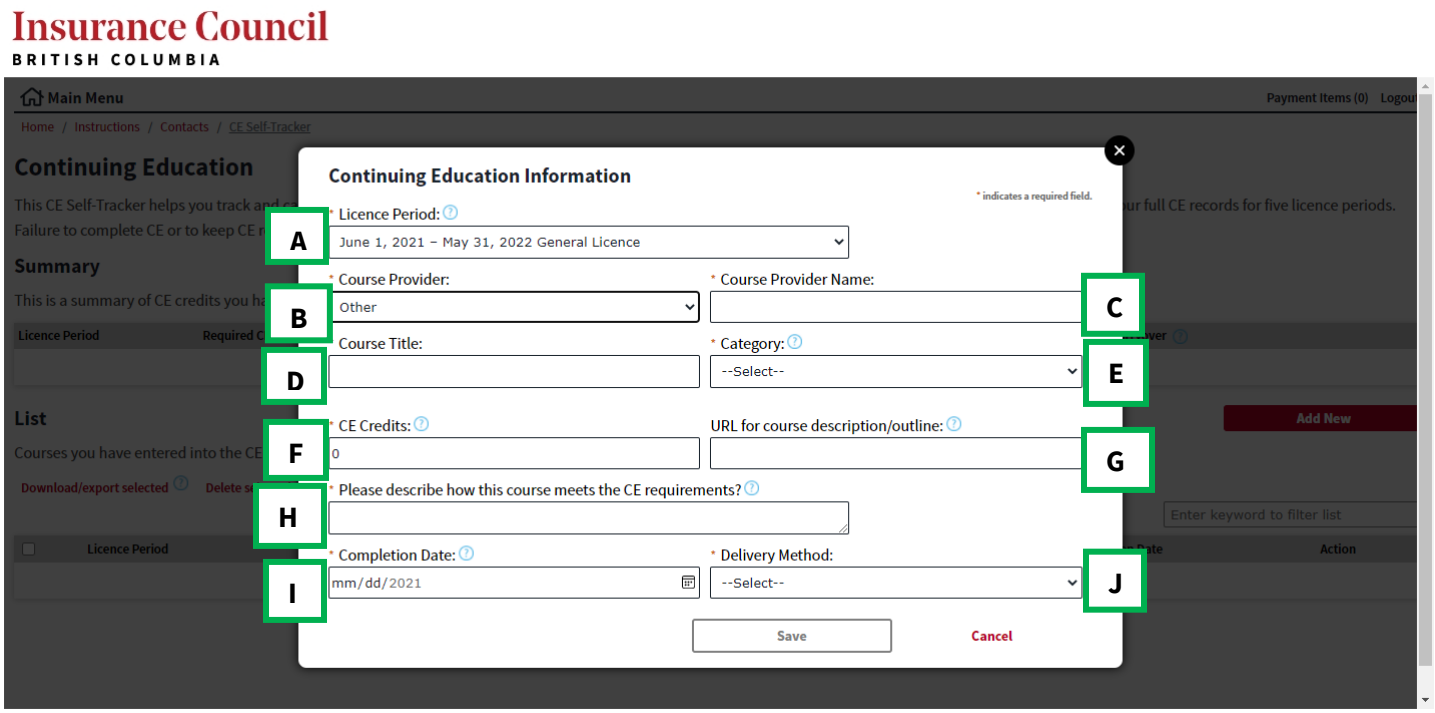
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Step 5: Click on 'Add New'.



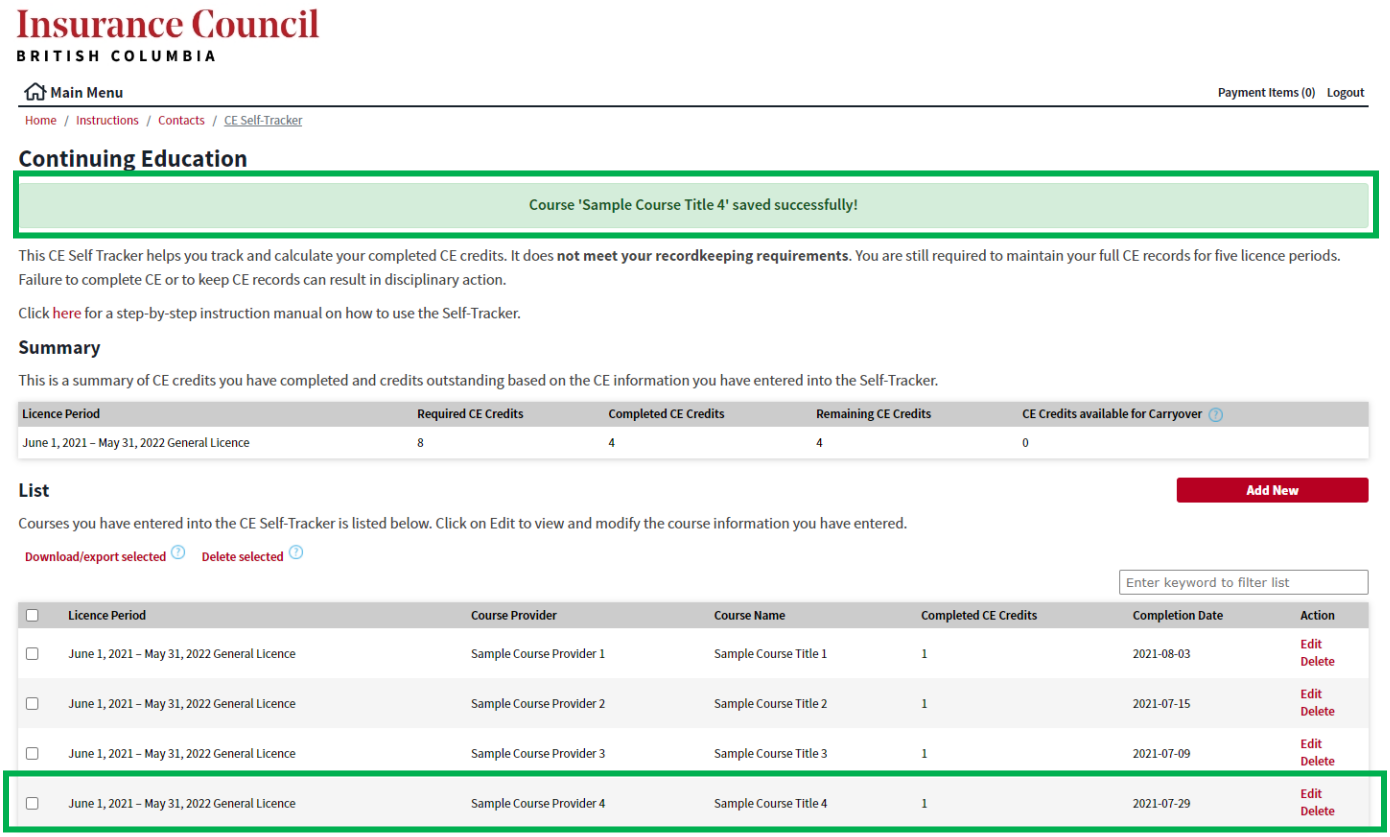
Step 6: Enter the course information (A-J below).

Be sure to fill out all required fields and click Save. Use the symbol to see additional instructions or examples on each field.



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Step 7: Your course will be saved. Find the course name under 'List' to verify that it has been saved successfully.



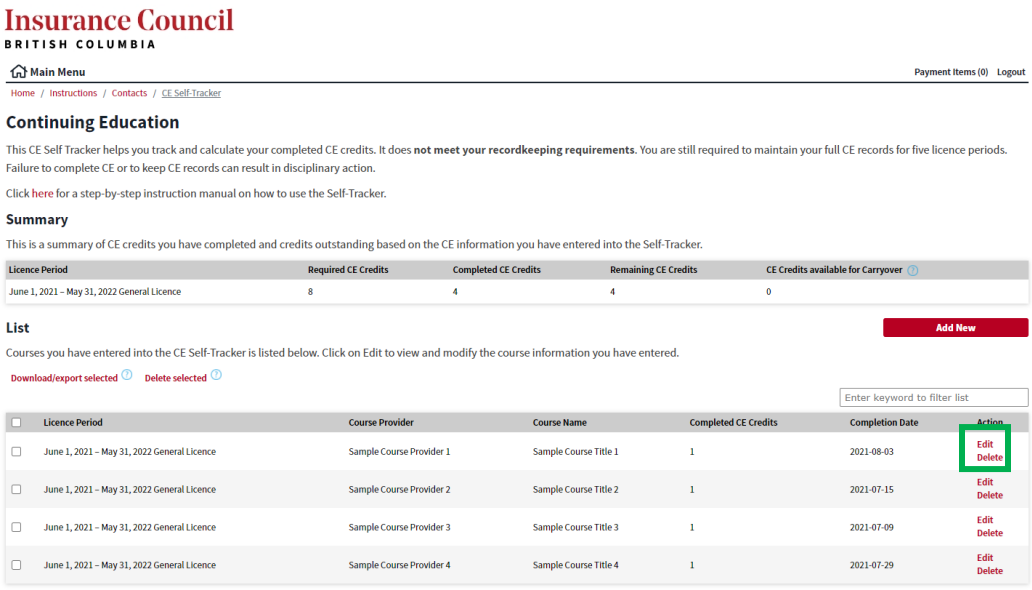
To add additional CE credits, repeat steps 1-6.

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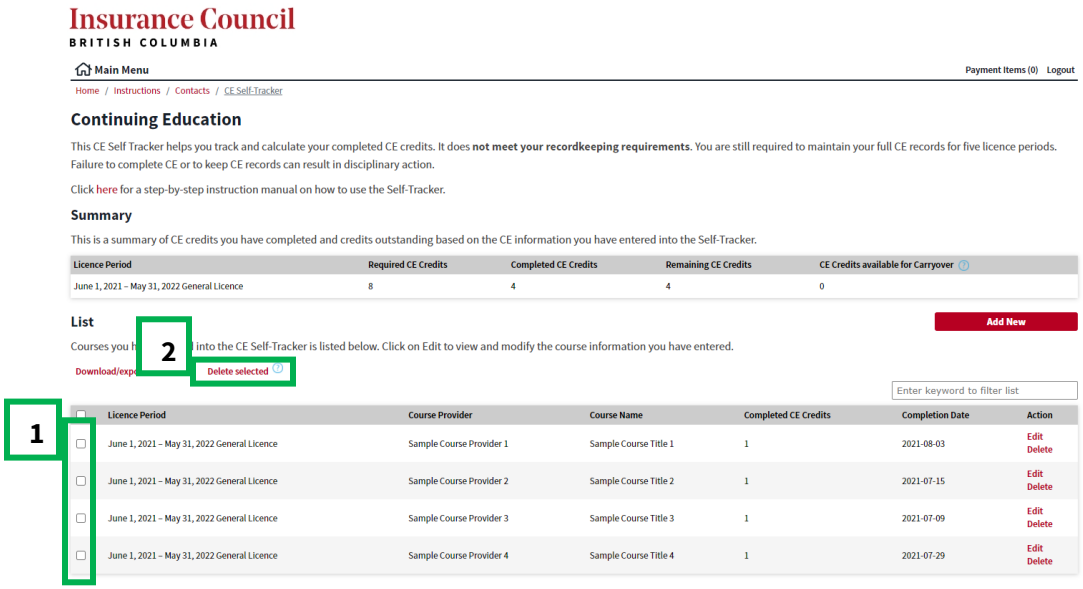
Editing/Deleting Entries

You have the option to edit or delete entries at any time before the licence period ends (June 1st – May 31st annually).

Step 1: To Edit or Delete individual entries, click on 'Edit' or 'Delete'.



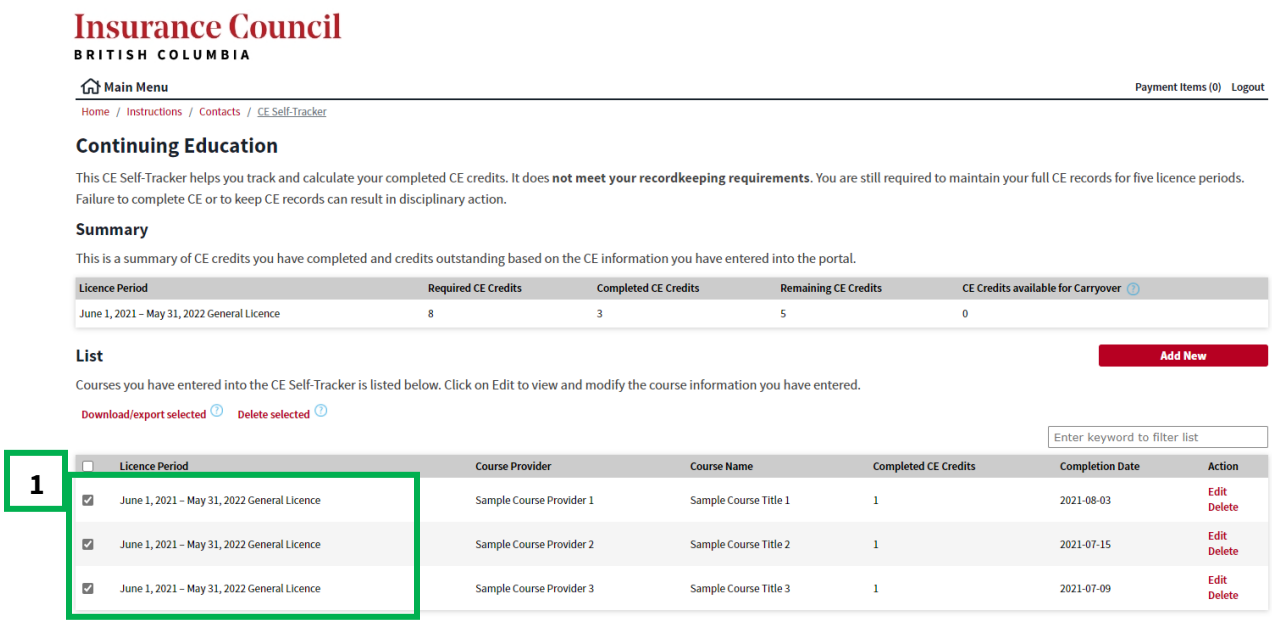
Step 2: To delete more than one entry at once, select the entries you would like to delete and click 'Delete selected'.



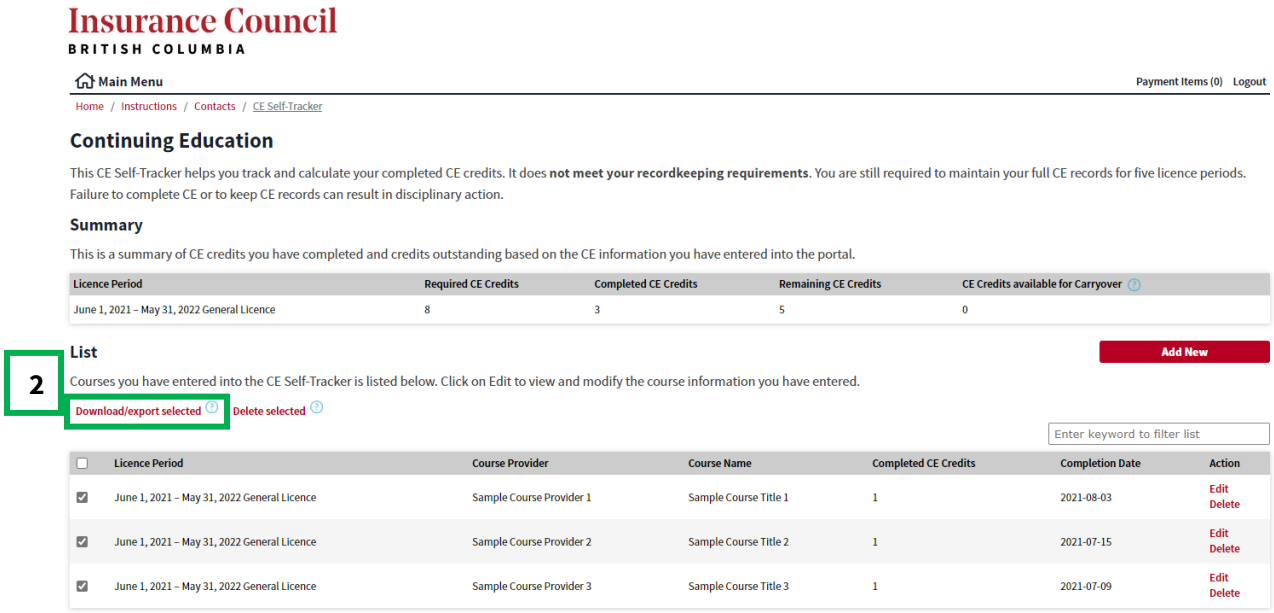
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Exporting your CE Information

Step 1: Select the entries you would like to export into an Excel spreadsheet.



Step 2: Click ‘Download/export selected’.



Step 3: Go to ‘Downloads’ on your computer to open the excel document.