



# How to Claim CE Credit with a MLA Enrollment Code

At the end of the class, we shared a URL to the class evaluation. After you complete the evaluation, **you will be asked if you want CE credit**. If you say Yes, an **enrollment code** will display on the page along with a direct link to MEDLIB-ED, the Medical Library Association’s (MLA) clearinghouse for CE classes and credit. Follow the link to MEDLIB-ED, log in (or register if this is your first time), and claim your credit. Complete instructions are below. You don’t have to be a member of MLA to create an account and claim credit.

**NNLM Training Evaluation Questionnaire**

Do you want to receive Medical Library Association Continuing Education credit for this class?  Yes  No reset

MLA CE

To obtain Continuing Education credit from the Medical Library Association for participating in PML Intro, follow the instructions below:

1. Go to [www.medlib-ed.org](http://www.medlib-ed.org)
2. Login (if you do not have a current MLANET login, you will need to create one: [Step-by-step instructions](#))
3. Click My Learning on the blue bar near the top of the page
4. Enter the enrollment code  click Redeem, then Claim
5. If you have questions or run into problems with MEDLIB-ED, please email [MEDLIB-ED@mail.mlahq.org](mailto:MEDLIB-ED@mail.mlahq.org)

A code will appear. Copy and redeem on [www.medlib-ed.org](http://www.medlib-ed.org)

1. [Go to MEDLIB-ED.](http://www.medlib-ed.org)

2. Click Log In/Register in the top right corner.

**MED LIB ED** The Learning Destination for Health Information Professionals

[Log In / Register](#)

ABOUT ~ MY LEARNING CATALOGS ~ CERTIFICATES CREDENTIALS COMPETENCIES RESOURCES

**Welcome to MEDLIB-ED!**

MEDLIB-ED is your premier educational home for continuing professional development. Designed to make it easier for users to find, complete, track, and claim credit for educational activities.

3. Have a MLANET account? Login and proceed to Step 9.

If you forgot your MLANET password, reset it, then login and proceed to step 9.



801-587-3518 – Voice  
<https://nnlm.gov/nto>

**MLA MEDICAL LIBRARY ASSOCIATION**

ABOUT ~ JOIN MLA COMMUNITIES ~ PROFESSIONAL DEVELOPMENT ~ MEETINGS ~ ADVOCACY ~ PUBLICATIONS ~ FOR PATIENTS MEDLIB-ED

Login

\*Username

\*Password

Remember Me

Login

Security: username & password are encrypted when you log in (SSL not required).  
**Forgot your password?** please reset it (requires email).  
 Not a member? Take the next step in your career and join MLA now.  
 Register as a free guest? Obtain a free username and password to:

4. No MLANET account? Click “Obtain a free username and password.”

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\*Username

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Security: username & password are encrypted when you log in (SSL not required).  
 Forgot your password? please reset it (requires email).  
 Not a member? Take the next step in your career and join MLA now.  
**Register as a free guest?** Obtain a free username and password to:

- Register for the annual meeting (non-member rates)
- Access your MEDLIB-ED learner account
- Apply for grants and awards that do not require MLA membership
- Apply for AHIP credentialing (as non-member)
- Subscribe to the print *Journal of the Medical Library Association* (as non-member)
- Join MLA's public communities

5. Complete the required fields.

Email: (required)	<input type="text"/>
Verify Email: (required)	<input type="text"/>
Salutation:	<input type="text"/>
First Name: (required)	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name: (required)	<input type="text"/>

Email, First Name and Last Name are required.

## 6. Choose your communication preferences and click OK.

At the bottom of registration is the **Communications** section. Opt out if you do not want to receive communication from MLA. This does not affect any communications from NNLM or NLM.

Opt out of receiving vendor postal mail:	<input checked="" type="checkbox"/>
Opt out of receiving vendor email:	<input checked="" type="checkbox"/>
Opt out of receiving occasional information about MLA educational opportunities:	<input checked="" type="checkbox"/>
Opt out of receiving occasional information about MLA meetings:	<input checked="" type="checkbox"/>
Opt out of receiving occasional information about MLA programs, services, publications:	<input checked="" type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

## 7. Click OK on MLA memberships and pricing page.

### Membership Categories and Pricing

Please verify the information below. If you make any changes, please click the 'UPDATE PRICE' button to verify your changes and show you your new total. Click the OK button at the bottom to proceed to the payment window.

Membership:	Registered Guest/Subscriber
Duration:	One Year : No Cost
JMLA Print - Subscriber:	<p>The <i>Journal of the Medical Library Association (JMLA)</i> is a peer-reviewed quarterly journal that seeks to advance the practice and research knowledgebase of health sciences librarianship. In order to guarantee receipt of all print issues in the current-year volume, payment <b>must be received by February 15</b>. After this date, the availability of certain print issues is not guaranteed.</p> <p>2016 subscription rates (four issues of current volume) for non-MLA members are:</p> <ul style="list-style-type: none"> <li>• \$190.00 USD/year for United States, Canada, and Mexico, second-class mail</li> <li>• \$220.00 USD/year for United States, Canada, and Mexico, first-class mail (for faster delivery service)</li> <li>• \$250.00 USD/year in all other regions</li> </ul> <p>Subscription agents are entitled to a 10% discount on rates published above.</p> <p>Add and remove products to this membership. Click the OK button at the bottom to proceed to the next step.</p> <p><b>Available Options</b></p> <p>--Select One--</p> <p>No items selected.</p>
Calculated Price:	0.00 USD
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You do not have to select an option on this page.

## 8. You will receive a confirmation email for your MLANET account including your new password.

Click the link in the confirmation email to change your password and log in to MLANET.

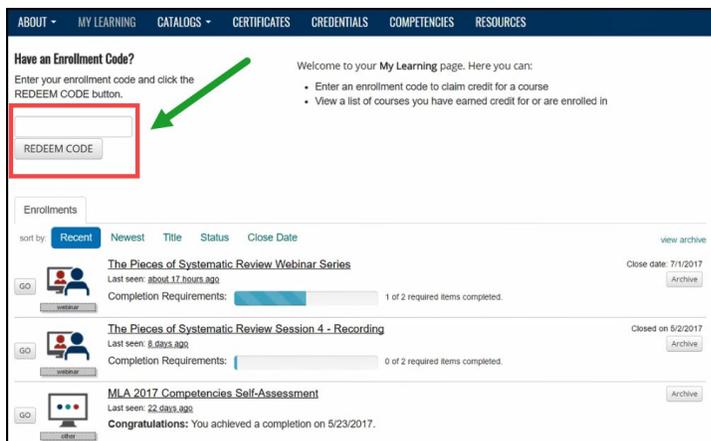
## 9. Locate MEDLIB-ED in the top right corner of MLANET.



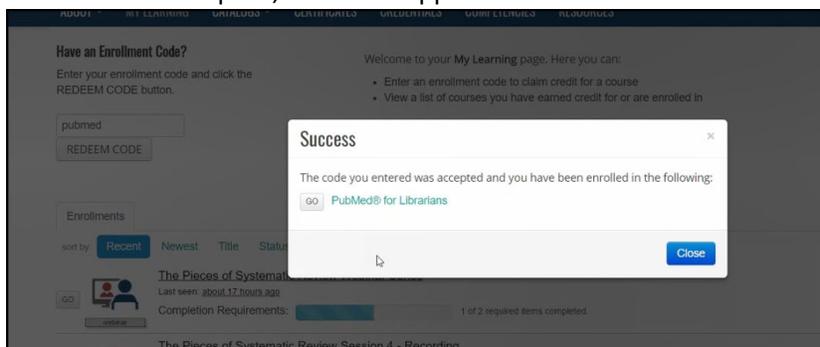
## 10. Click My Learning.



## 11. Enter the class code and click REDEEM.

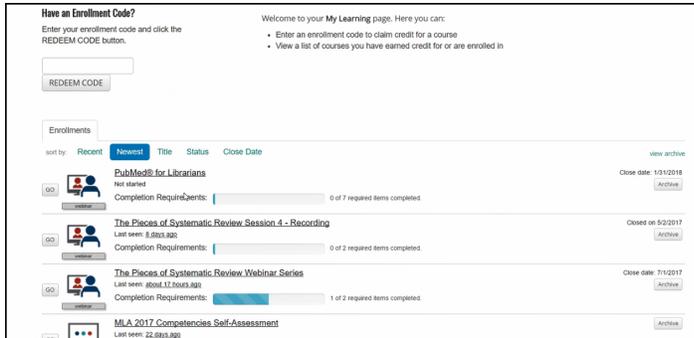


If the code is accepted, a Success appears.



**IMPORTANT:** After you close the *Success* message, refresh your browser page and the class matching the code will appear in under My Learning. (Sort by newest and class will appear on top).

## 12. Click on the name of the class.



**Have an Enrollment Code?**  
Enter your enrollment code and click the REDEEM CODE button.

Welcome to your My Learning page. Here you can:

- Enter an enrollment code to claim credit for a course
- View a list of courses you have earned credit for or are enrolled in

REDEEM CODE

Enrollments

sort by: Recent Newest Title Status Close Date view archive

Course Name	Status	Completion Requirements	Close Date
PubMed® for Librarians	Not started	0 of 7 required items completed	1/31/2018
The Pieces of Systematic Review Session 4 - Recording	Completed	0 of 2 required items completed	5/2/2017
The Pieces of Systematic Review Webinar Series	Completed	1 of 2 required items completed	7/1/2017
MLA 2017 Competencies Self-Assessment	Completed	-	-

## 13. Attest that you took the class to claim your CE credit.

**Attestation of PubMed for Librarians: Introduction to PubMed**

I have fulfilled all the requirements of this webinar and am entitled to claim a Statement of Credit that indicates I have earned MLA CE credits for my work.

I affirm that the attestation statement above is true.

**Submit Attestation**

## 14. Claim and print your certificate.

### Activities

✓ Attestation of Course Completion 📄

✓ Course Evaluation 📄

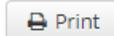
### Claim Credit

All

Medical Library Association

13.5 MLA CE Credits

I/O



Claimed 6 months ago

All MLA CE classes for which you redeem codes, both series and standalone classes, are appear in MEDLIB-ED *My Learning*.