

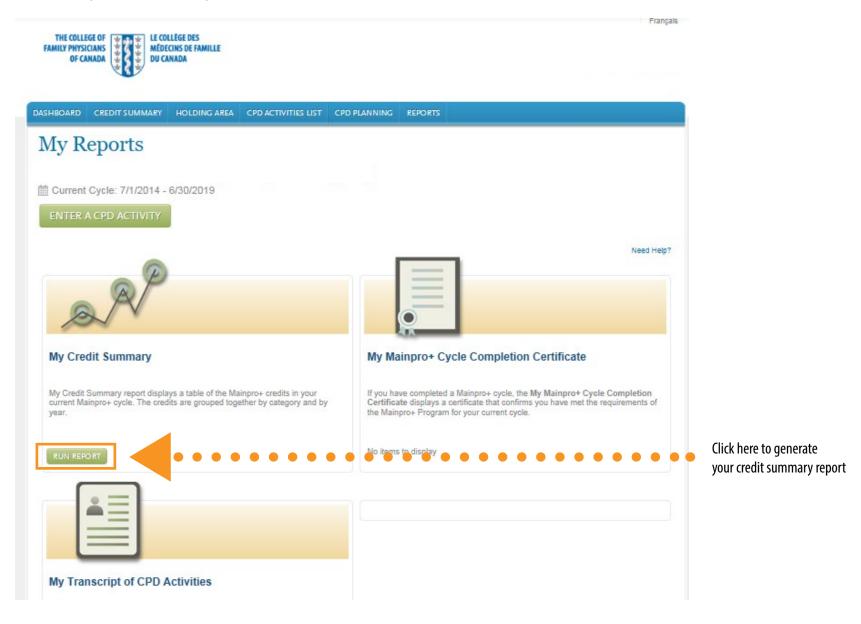
## How to Access the Redesigned Credit Summary Report

The redesigned credit summary report allows you to view all of your credit submissions in one place.

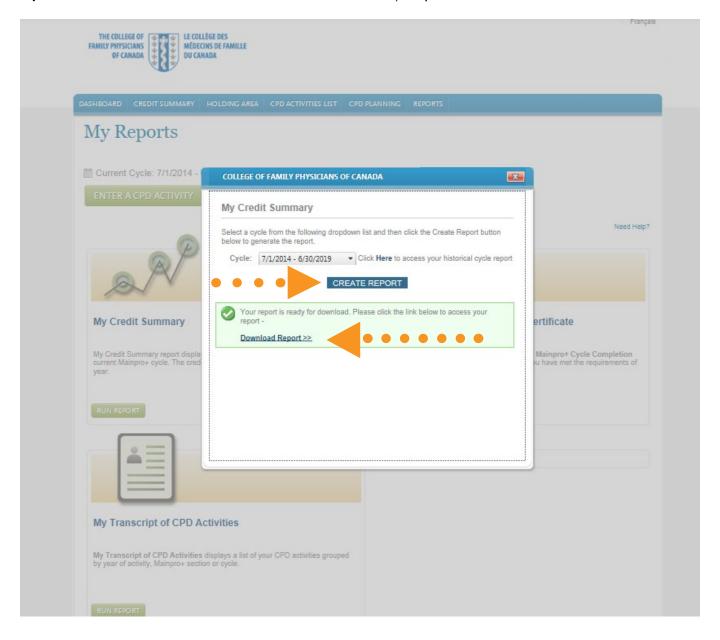
1. Select the **REPORTS** tab on your dashboard.



2. Click **RUN REPORT** in the My Credit Summary section.



3. Select the credit cycle you'd like to view from the Cycle drop-down menu and then click **CREATE REPORT**. Once the report is generated, click **Download Report** >> to view a PDF version of the Credit Summary Report.



4. Your new Credit Report Summary is ready! The following sample shows how we've improved it based on your feedback.





## **Credit Summary Report**

Cycle Date: 07/01/2014 - 06/30/2019

## **CYCLE REQUIREMENTS**

		Required	Applied	Requirement Met?		
	Cerified	125	46.5	No		Condensed Cycle Requirements table for easier at-a-glance viewing
	Non-Certified		15			
	Total Credits	250	61.5	No		

## **ANNUAL REQUIREMENTS**

	2014 - 2015	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019			
Certified Credits Applied	4	0	17.5	25	0			
Non-Certified Credits Applied	0	0	0	0	15			
Total Credits Applied	4	0	17.5	25	15			Annual requirements
Total Credits Required	25	25	25	25	25	• • •	• •	listed to facilitate
Requirement Met	N/A*	N/A*	No	Yes	No			progress tracking

Note: N/A\* - Not applicable as these credits were included in the bulk migrated credit transfer in June, 2016. Please refer to the historical transcript for a breakdown of these credits.