

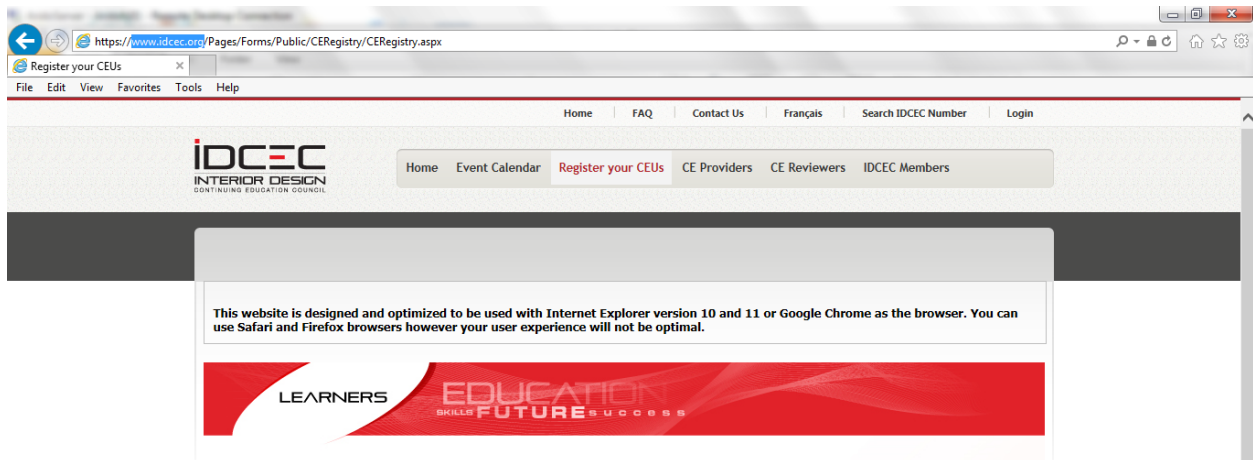


How to Create a CE Registry Account with IDCEC

**Do not create an account if you are a member of ASID, IIDA or IDC.
Creating an account is free. There is a charge of \$5 for every CEU recorded.**

Go to www.idcec.org

Click on “Register your CEUs”. Scroll to the bottom of the page



Click on the link to create a new registry account

Learners who do not belong to ASID, IIDA or IDC

A learner who would like to use the central registry but does not belong to ASID, IIDA or IDC can create an IDCEC account. There is a \$5 charge for each continuing education activity you record in the IDCEC registry. You may issue an official IDCEC transcript at the cost of \$15 per transcript. An unofficial transcript is free of cost. IDCEC recommends membership in ASID, IIDA or IDC to obtain free access to the registry. **Do not** create a new account if you belong to ASID, IIDA or IDC and have lost your IDCEC identification number. Please contact Jeremy Roberts jroberts@idcec.org or Brynell D'Mello bdmello@idcec.org

If you DO NOT belong to ASID, IIDA or IDC, please register and **create your account [here](#)**



Fill in the details and choose a password. Write down your password as you will need it to log in after the registration is complete.

This website is designed and optimized to be used with Internet Explorer version 10 and 11 or Google Chrome as the browser. You can use Safari and Firefox browsers however your user experience will not be optimal.

Register

Please do not use your email address as your password. Please write down your user identification number and chosen password as you will require these to log in and manage your account.

After you have received your identification number please log in and complete your administrator and company profile. You will then have access to your dashboard.

First Name*

Last Name *

Email Address*

Password(minimum of 7 characters)*

Confirm Password(minimum of 7 characters) *

I agree with the [Privacy Policy](#)*



[Generate New Image](#)

[Get Audio Code](#)

 Type the Code from the image

Register



The system will issue you with a 10 digit IDCEC identification number. Ensure that you write this number down and keep it in a safe place. It is recommended that you save it in your phone so that you have it when you attend an IDCEC approved CEU.

Click the 'Log On' button to continue with your registration.

Registry Confirmation

Thank you for registering at IDCEC as a Learner. Your IDCEC identification number is [21-00032454](#).

Please use your IDCEC number and password to access your account at www.idcec.org With secured access you can manage your CEUs efficiently. If you have any questions please email Jeremy Roberts at jroberts@idcec.org

Please keep this identification number secure and use it in all email correspondence with IDCEC.

Thank you,

IDCEC Administrator
www.idcec.org

Print

Log On

This website is designed and optimized to be used with Internet Explorer version 10 and 11 or Google Chrome as the browser. You can use Safari and Firefox browsers however your user experience will not be optimal.

Login

Please use your assigned IDCEC identification number including all zeros and hyphen.

If you do not have your password to log into your account please click "Forgotten Password" and your password will be emailed to you within one business day.

User Number*

21-00032454 x

Password*

●●●●●●

Login

Forgotten Password



Fill out the administrator information. You are the administrator of your account and click 'Save'.

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Administrator Information

Salutation* Please Select... ▾	Email Address* IDS@mailinator.com
First Name* TestIDSFN	Last Name* TestIDSLN
IDCEC Number* 21-00032454	Initial Password*
Primary Phone Number* Ext. <input type="text"/>	Secondary Phone Number Ext. <input type="text"/>
Fax Number <input type="text"/>	Position* <input type="text"/>
Address* <input type="text"/>	
City* <input type="text"/>	
State/Province* Please Select... ▾	ZIP/Postal Code* <input type="text"/>
<input type="button" value="Save"/>	



You now have access to your CE Registry dashboard. This is the landing page and will list all reported CEU activity. Please download the 'Instruction Manual' to learn how to report your CEUs.

Dashboard

- Reset Password
- Report IDCEC Conference Attendance
- Report Non IDCEC Conference
- Report NON-IDCEC Course or Activity Attendance
- Self-Report IDCEC Course Attendance
- Transcript
- Payment (CAD Only)
- View Payment History
- Manage Profile

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CE Registry Dashboard Page

For IDCEC approved courses your attendance will be reported for you by the provider of the course. The provider of the course can report attendance on your behalf only if you have given them your 10 digit IDCEC identification number.

If your IDCEC approved course has not been reported by the provider because you did not provide your 10 digit number at the event and you have the certificate of completion you can self-report and upload your certificate of completion to your record. Scan your certificates before you report your course.

Do not report a course if you do not have proof of completion as it will not show up on your transcript.

Please review the step by step [instruction manual](#) before you attempt to use this system.

IDCEC Course:

Course Title (Max of 100 characters)	Course Code	Action	CEU
No records to display.			

IDCEC Conference:

Conference Title (Max of 100 characters)	Conference Code
No records to display.	

Non IDCEC Course:

Course Title (Max of 100 characters)	Course Code	Action	Delete	CEU
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