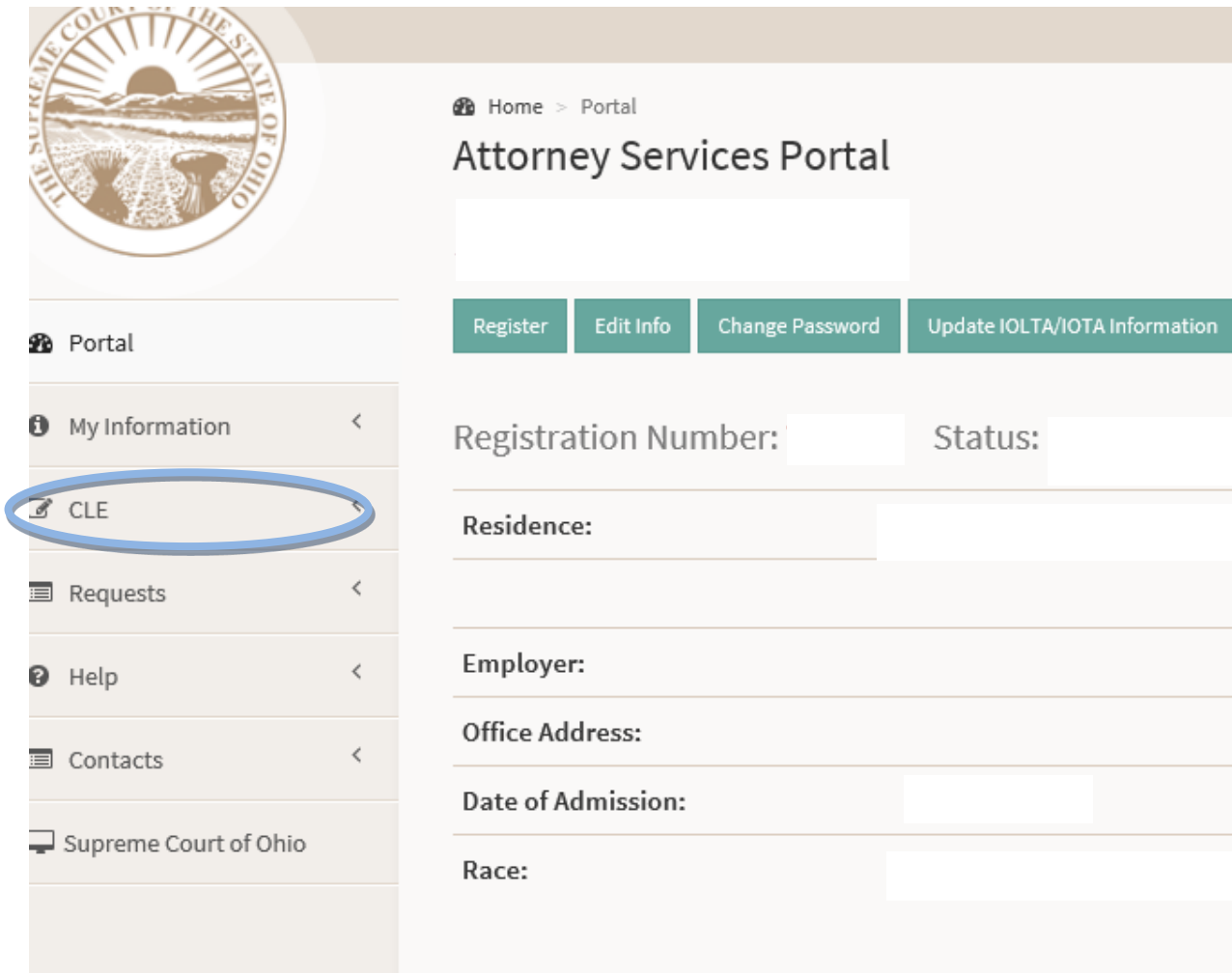


ADDING ATTENDANCE CREDITS THROUGH THE ATTORNEY PORTAL

Attorneys can self-report and add CLE credits to their record through the Attorney Portal. Sponsors are required to report attendance credits within 30 days of an attorney completing a CLE course. If credits are not reflected on an attorney's record after 35 days of completing a course, the attorney can self-report attendance credits with the Ohio activity code number that is provided by the sponsor.

To add credits through the Attorney Portal follow the below steps.

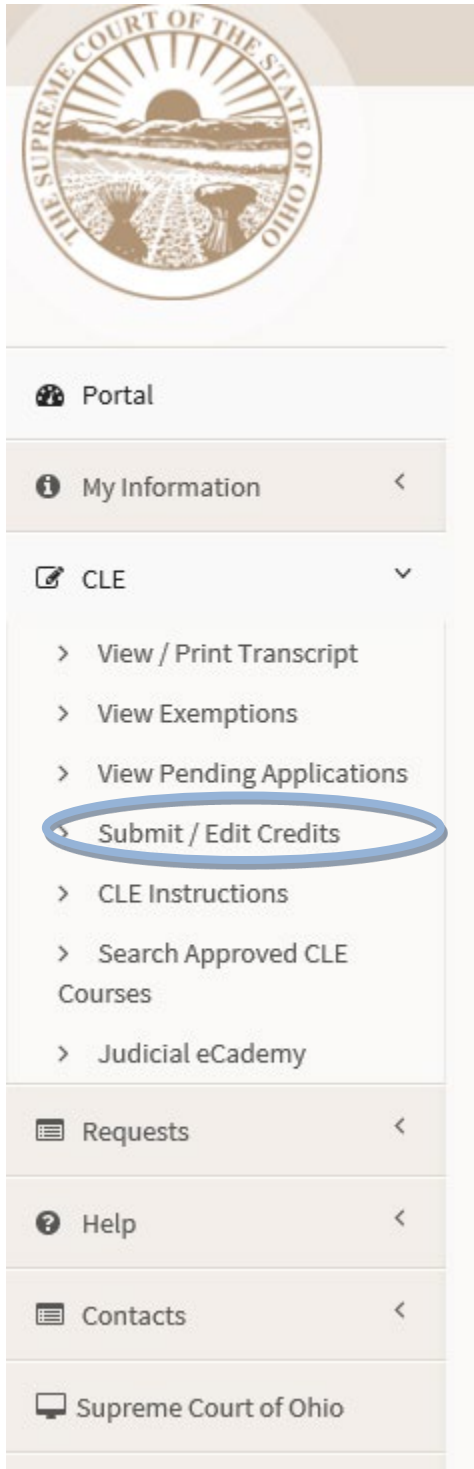
1. Log on to the Attorney Services Portal at <https://www.supremecourt.ohio.gov/attorneyportal> with the attorney registration number and password;
2. Click on CLE on the menu located on the left;



The screenshot displays the Attorney Services Portal interface. On the left is a navigation menu with the following items: Portal, My Information, CLE (circled in blue), Requests, Help, Contacts, and Supreme Court of Ohio. The main content area shows the portal title and a breadcrumb trail: Home > Portal. Below the title are four buttons: Register, Edit Info, Change Password, and Update IOLTA/IOTA Information. The main form area contains several input fields: Registration Number, Status, Residence, Employer, Office Address, Date of Admission, and Race.

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3. Select Submit/Edit Credits



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4. Enter the Ohio activity code and select Find Activity;

Home > Portal

Submit and Edit CLE Credits

This page allows you to submit and edit attendance credits for approved CLE activities.
To delete a course from your record, please email CCE@sc.ohio.gov and provide your attorney registration number and activity ID number.

Enter Activity ID Number:

5. Enter the number of credit hours attended and Submit.

Course Name: Course Date:

- Hours taken must add up to at least 1 hour
- Hours taken must not be more than the max hours
- Hours taken must be an increment of 0.25 hours

	Max	Hours Taken
General Hours:	5.75 hours	<input type="text"/>
Attorney Conduct Hours:	1.00 hours	<input type="text"/>
In House:	<input type="checkbox"/>	