1. Go to the TSHP Education Portal by clicking the “Claim CPE Credit” button on the TSHP homepage [www.tshp.org](http://www.tshp.org).

2. If this is your first time to visit, use the “Create your Account” button; if not, login. **NOTE:** If you do not provide your NABP and date of birth data when you create your profile, the system will NOT be able to send your credit to the My CPE Monitor system.

Questions? Contact TSHP at tshp@tshp.org or by phone at 512-906-10546.
How to Claim Live Session Credit - TSHP Education Portal

3. Please note, should your account display the orange bar at the top, any credit entered into this system will NOT issue your credit to the My CPE Monitor. *NOTE: TSHP is not responsible for loss of credit due to CPE Monitor integration information omission.*

4. To claim credit for your attendance at a live event; click the “Add External Education” link.

Questions? Contact TSHP at tshp@tshp.org or by phone at 512-906-20546.
5. Enter the Secret Code as provided during your Live Educational Session. **NOTE:** Only enter the appropriate code for your attendee type; i.e., Pharmacists should enter the code for the “P” designated UAN; Technicians should enter the code for the “T” designated UAN. No attendee should claim credit for both. Click the “Validate the Code” button.

6. Complete the evaluation and click “Submit.”

7. Once saved, your credit will be transferred to your My CPE Monitor profile. In 48-72 hours you will be able to access your statement of credit both in your My CPE Monitor profile and your TSHP Education Portal profile.