How-To Guide
Log your Continuing Education Units (CEUs) on the QWEL website

This guide offers step-by-step instructions on how to report your CEUs on QWEL.net. Note that there is more than one way to get to the CEU page. Below we walk you through two pathways for entering your CEUs.

Pathway #1

**Step 1:** Go to [www.qwel.net](http://www.qwel.net) and click on the blue **QWEL PRO LOGIN** button on the top right corner of the page.
**Step 2:** You’ll be directed to the login page. Enter your Login (User Name) and Password, then click the blue **LOGIN** button.
- The Login (User Name) is usually your email address.
- Click on the “Forgot Your Password” if you need to reset your password.

You may be prompted to update your QWEL Professional Profile. If so, please make sure it’s complete and accurate.

**NOTE:** While updating your profile you can choose to opt in/out of listing yourself as available for hire as a QWEL Professional on the public-facing QWEL.net website

Here’s what the QWEL Professional page looks like:

![QWEL Professional Intranet](image)

**Step 3:** Keep scrolling just a bit to get to your Continuing Education Units section. Click on the **SUBMIT A CEU** button.
Step 4: Enter the required information and click the blue SUBMIT button.

All Done: Your profile is now updated.
NOTE: In this example, the webinar entered was one hour long and counts as just one CEU. The profile indicates that one more CEU hour is needed. Keep in mind, you can always enter in more than 2 CEUs for the year, but any CEUs beyond 2 will not roll-over into the following year.
Pathway #2

If your computer remembers you or if you signed into your account and didn’t log out, your account name should be displayed in the top right-hand corner. You can now access a shortcut to the CEUs page.

**Step 1:** Click on your name in the top right corner and a dropdown menu will appear. Click on the **Add CEUs** option.

![Pathway #2 webpage](image)

**Step 2:** Enter your information and click on the **Submit** button.

![Submit a CEU form](image)
**All Done:** Your profile is now updated.

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**Congratulations you have met you QWEL CEU requirements for 2020!**

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<tr>
<th>Date</th>
<th>Title</th>
<th>Sponsor</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>06/25/2020</td>
<td>Multiple Benefits of Water Conservation</td>
<td>CallWEP</td>
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<tr>
<td>06/03/2020</td>
<td>Your Better Yard: Outdoor Water Efficiency Webinar</td>
<td>Alliance for Water Efficiency and U.S. EPA WaterSense</td>
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<td>12/10/2019</td>
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<td>CallWEP</td>
<td>5.00</td>
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Total for 2020: 2.00