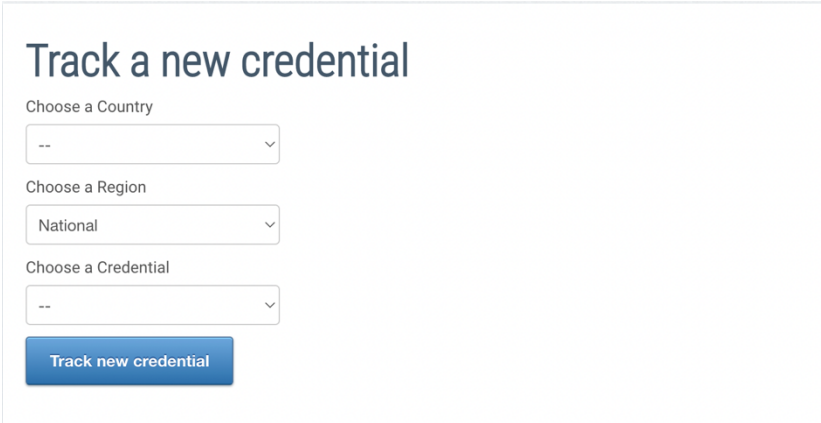


CE-Wallet

Listed below are step-by step instructions on how to use the new CE-Wallet.

The Steps

1. On the Homepage of Altus, use your cursor to navigate to the “My Account” dropdown tab located in the main menu.
 - a. In the dropdown menu, please click on the option title “My Wallet” to access your CE-Wallet.
2. Once you have clicked on “My Wallet”, you will be brought to a page with a White Box that states, “Track a new credential.” This box will ask you to fill out the following:
 - a. Your Country
 - b. Your Region
 - c. And the Credential you are wanting to track.



The screenshot shows a white rectangular box with a light gray border. At the top, the title "Track a new credential" is displayed in a bold, dark blue font. Below the title, there are three dropdown menus, each with a label above it: "Choose a Country" (showing "--"), "Choose a Region" (showing "National"), and "Choose a Credential" (showing "--"). At the bottom of the box is a blue button with the text "Track new credential" in white.

- d. After you have completed filling out your information, please click the blue “Track new credential” to continue.

3. From new tab, you will be asked to fill out the following:
 - i. Issue Date
 1. The date in which you've received your last certificate.
 - ii. Renewal
 1. Start Date
 - a. Any courses completed after the start date are counted for this renewal period.
 2. End Date
 - a. The date where credits will be accepted.
 - b. Please note this is when credits will no longer be accepted for your renewal.
 - iii. By default, it will count any completed, unexpired credits.
 1. Once you set the date, it will only accept credits you earned between the start and end period
 - iv. Please note: Only valid courses within the provided renewal period will be listed in the wallet.
 1. This counts all credits you earned on the site for the credential you picked in the state you selected.
- b. Disclaimer:
 - i. Please pay close attention to your renewal period.
 - ii. Different states and accrediting bodies will assign/assess renewal periods differently based on:
 1. Date of birth
 2. State
 3. Credits
- c. Once you have filled in your dates, please hit the "Save" button and refresh the page.

American Registry of Radiologic Technologists, (AR)

Issue Date Start of Renewal Period End of Renewal Period

Total Progress: 0 out of 24 Credits needed every 2 years

0%

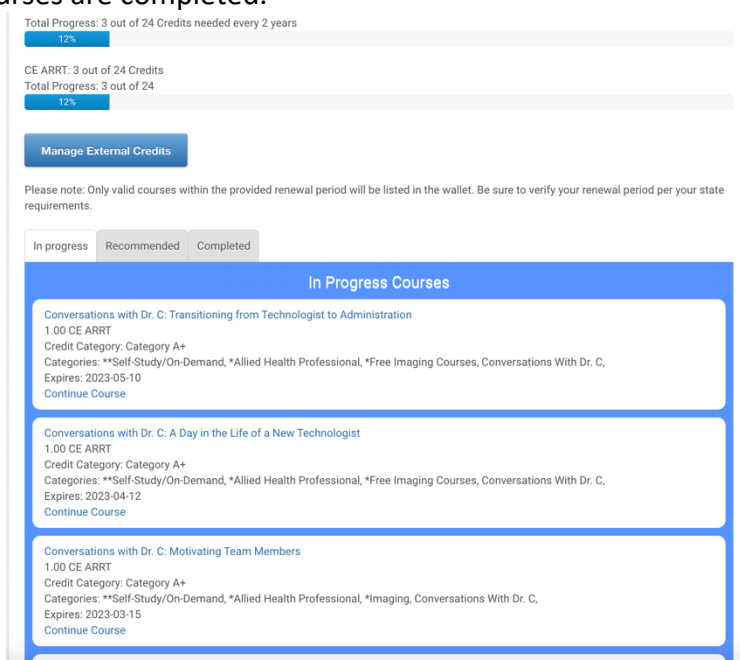
CE ARRT: 0 out of 24 Credits

Total Progress: 0 out of 24

0%

[Manage External Credits](#)

4. After refreshing, changes will appear at the bottom of the screen.
 - a. You will notice courses that are at the bottom:
 - i. In Progress
 1. Courses that you are currently enrolled in.
 - ii. Recommended
 1. Courses that offer your selected credit
 - iii. Completed
 1. Counts both internal and external credits completed
 - b. Additionally, the “Total Progress” bars will have percentage points filled when courses are completed.



Total Progress: 3 out of 24 Credits needed every 2 years
12%

CE ARRT: 3 out of 24 Credits
Total Progress: 3 out of 24
12%

[Manage External Credits](#)

Please note: Only valid courses within the provided renewal period will be listed in the wallet. Be sure to verify your renewal period per your state requirements.

[In progress](#) [Recommended](#) [Completed](#)

In Progress Courses

Conversations with Dr. C: Transitioning from Technologist to Administration
1.00 CE ARRT
Credit Category: Category A+
Categories: **Self-Study/On-Demand, *Allied Health Professional, *Free Imaging Courses, Conversations With Dr. C,
Expires: 2023-05-10
[Continue Course](#)

Conversations with Dr. C: A Day in the Life of a New Technologist
1.00 CE ARRT
Credit Category: Category A+
Categories: **Self-Study/On-Demand, *Allied Health Professional, *Free Imaging Courses, Conversations With Dr. C,
Expires: 2023-04-12
[Continue Course](#)

Conversations with Dr. C: Motivating Team Members
1.00 CE ARRT
Credit Category: Category A+
Categories: **Self-Study/On-Demand, *Allied Health Professional, *Imaging, Conversations With Dr. C,
Expires: 2023-03-15
[Continue Course](#)

Adding a New Credit Type

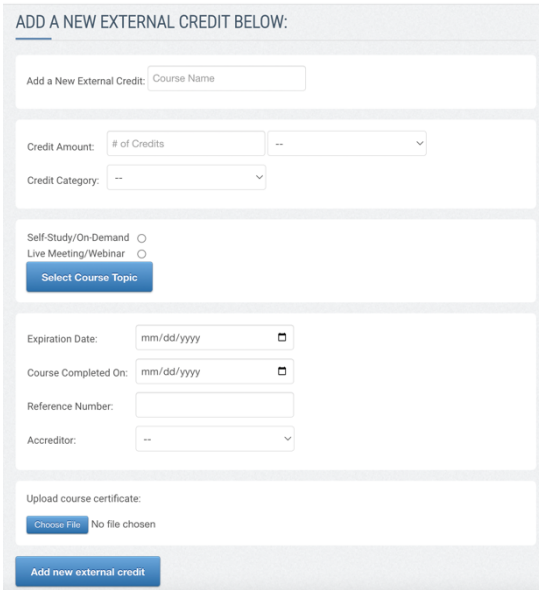
5. If you would like to add track a new credit type, please locate the “+” button on the right next to the arrow keys.
6. Please fill out the information present in the “Track a new credential” box
 - a. Refer to Step 2 listed above.
7. All internal credit types will be tracked the same way and are managed the same within the Wallet.

External Credits

8. If you have any credits that you earned outside of Altus, you can add that to your Wallet by clicking Manage External Credits.



- a. Make sure you are on the “Add External Credit” tab
 - i. From this tab, please fill out the information to the best of your knowledge. You can come back and complete the rest later.
 - ii. Once you are ready to save, please click on “Add Credit”
 - b. If you need to edit a course later, please navigate to the External Credit Tab, find the course and select the View/Edit button
9. Example of this page is shown below:



ADD A NEW EXTERNAL CREDIT BELOW:

Add a New External Credit:

Credit Amount: --

Credit Category: --

Self-Study/On-Demand ☐
Live Meeting/Webinar ☐

Expiration Date:

Course Completed On:

Reference Number:

Accreditor: --

Upload course certificate:
 No file chosen

Thank you for using our CE-Wallet! If you have any questions, please reach out to us by phone at (855) 258-8727 or by email at client.support@altuscampus.com.