



Register for Malnutrition Awareness Week 2024 Webinars

1. Log-in to the ASPEN store (<https://portal.nutritioncare.org/store>). You can create a free account if you do not already have one.
2. Navigate to **Events/Webinars** from the left-hand menu and click **Upcoming Events & Webinars** (<https://portal.nutritioncare.org/events/upcoming-events>).
3. Register for the Malnutrition Awareness Week webinars you'd like to attend. Note: you will have to select each webinar individually and add it to your cart.
4. When you've added the webinars to your cart, enter your ambassador code in the Promo Code box and click the blue **Apply** button. Your subtotal should now show: Free.
5. Click the green **Submit** button to continue with your registration.

Note: If you plan to claim CE credit, you must be registered for the individual webinars under your own ASPEN account.

Access the Live Webinars

1. Go to the [ASPEN eLearning Center](#) (If you aren't logged-in already, you can log-in using the same email and password you used for the ASPEN store).
2. Click on the **My Account** button at the top of the screen.
3. Click **Live Events** from the drop-down menu.
4. Click **Attend Event** under the appropriate event title.
5. Click **Attend Session** under the appropriate webinar title.

Note: You will not be able to enter the webinars until 15 minutes before start time. If you don't see the event in your account 24 hours before the webinar, please first try to log out of the eLearning Center then log back in. If that doesn't work, contact Digitell (Phone: 1.716.338.0332) and be prepared to share your registration confirmation email with them.

Access Handouts

After completing steps 1-4 above, the menu box on the left side of the screen will show an option that says "Handouts."

1. Click **Handouts**.
2. Click **Download Handout** under the webinar title.

Note: Handouts will be uploaded into the eLearning Center prior to the webinar.

Claim CE Credit

Instructions for claiming CE credit will be listed in the webinar handout. You will receive CE credit after completing the webinar evaluation. You must attend the live webinar broadcast in order to claim CE credit. If you cannot attend the live program, you will still be able to access the webinar handout and recording, but you will not be able to claim CE credit.

Please note, recordings of presentations will be provided assuming ASPEN is granted permission by the faculty. If faculty doesn't grant ASPEN permission, then the recording will not be available for viewing at a later date.