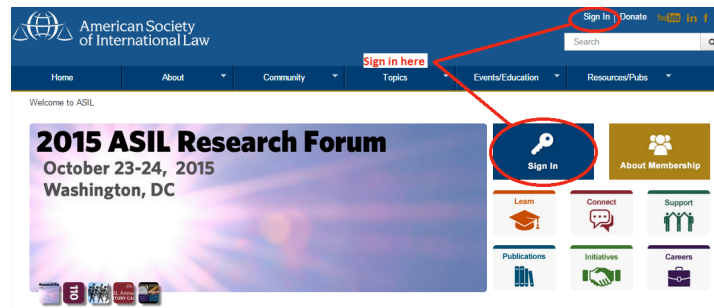


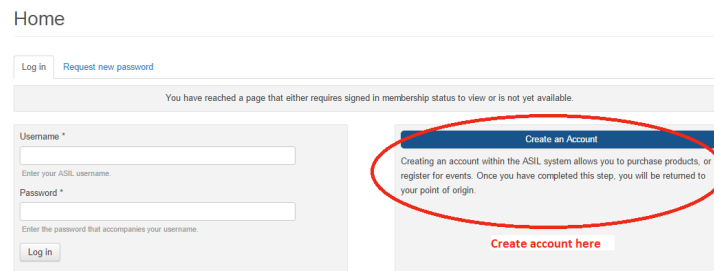


Step-by-step Guide ASIL Online and On-Demand CLE Platform

Step 1: Sign in to your ASIL account (www.asil.org)

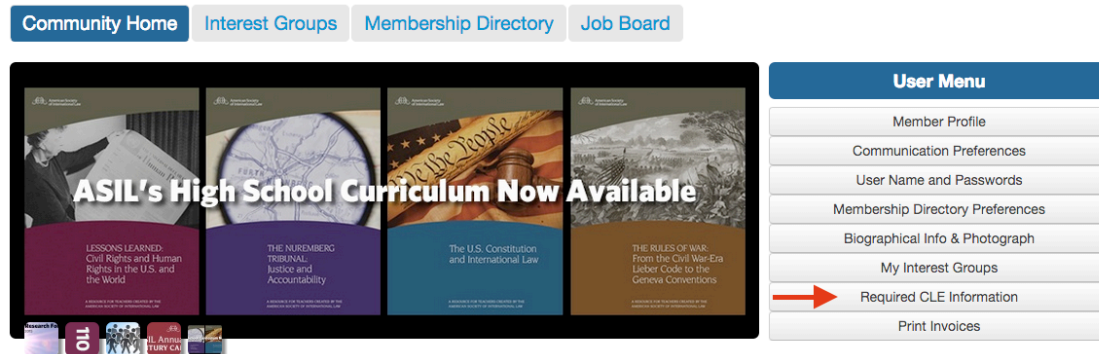


If you do not currently have an account on the ASIL website, you can create one when you follow the “sign in” link.

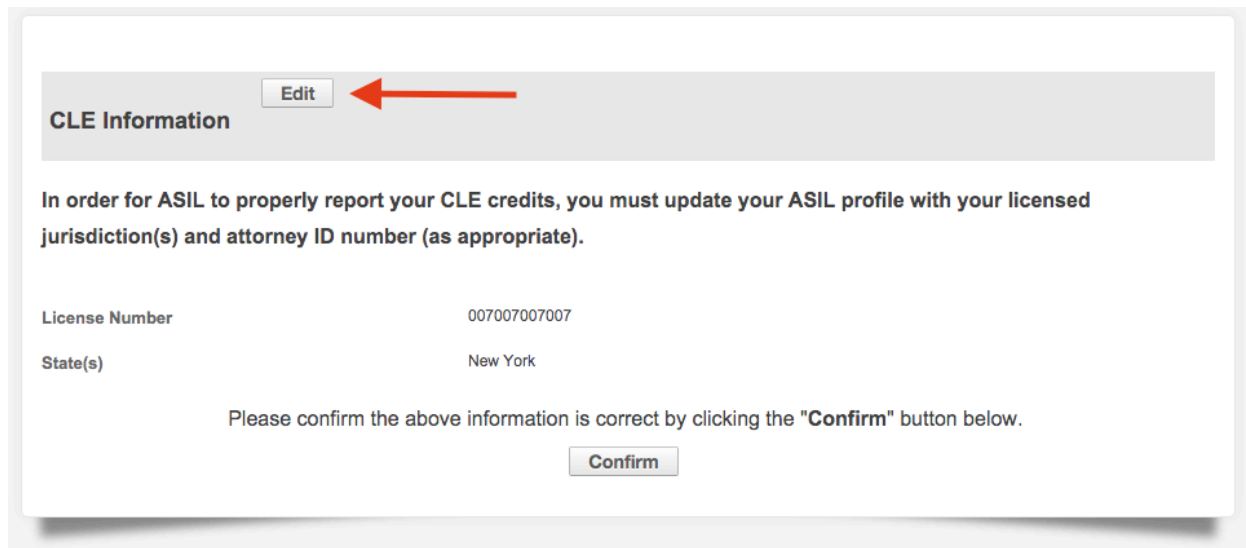


Step 2: Update your CLE Reporting Information

PLEASE NOTE: In order for ASIL to properly report your CLE credits, you must update your ASIL profile with your licensed jurisdiction(s) and attorney ID number (as appropriate). You can do this by visiting the ASIL community page (www.asil.org/community) while logged in to your account and selecting the “Required CLE Information” button, directly under the “Member Profile” or “Individual Profile” button on the right hand side.



Once this section opens, please click the "Edit" button to enter or update your information. Please push "Confirm" when you are finished.



CLE Information

In order for ASIL to properly report your CLE credits, you must update your ASIL profile with your licensed jurisdiction(s) and attorney ID number (as appropriate).

License Number 007007007007

State(s) New York

Please confirm the above information is correct by clicking the "Confirm" button below.

Step 3: Access the ASIL online catalog via the ASIL CLE page (www.asil.org/cle)

You can access the Society's online catalog via its Continuing Legal Education webpage. The ASIL/InReach banner is a clickable image which will take you to the online catalog, or you can click the "ASIL's current CLE course catalog" button. You can download the Society's Frequently Asked Questions about online CLE courses here as well. We recommend reading this FAQ as you plan to complete your CLE requirements for your licensing jurisdiction.

ASIL Online & On-demand CLE Courses



The Society provides online live and on-demand CLE programming through its continuing education partner, [InReach](#). The Society's online catalog is constantly growing and courses are added (and removed) frequently throughout the year.

[ASIL's current CLE course catalog](#)

[Frequently Asked Questions](#)

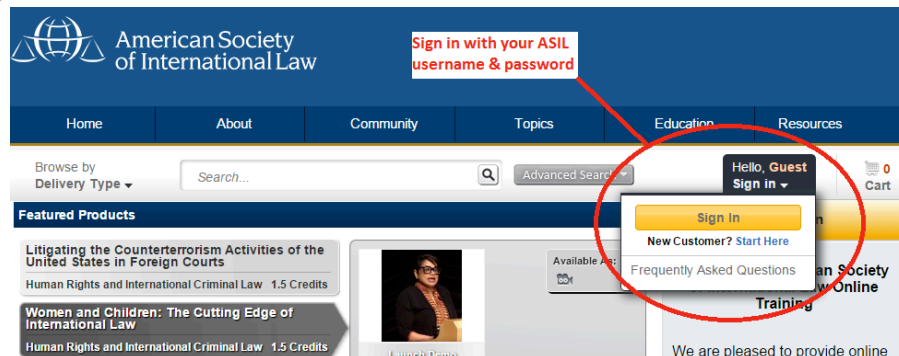
ASIL has provided a [Frequently Asked Questions document](#) (FAQs) with answers to common questions regarding the Society's online and on-demand CLE courses. You may also download a step-by-step guide on how to access the catalog and purchase a course.

PLEASE NOTE: In order for ASIL to properly report your CLE credits, you must update your ASIL profile with your licensed jurisdiction(s) and attorney ID number (as appropriate). You may access this information by editing your individual or member profile on the [ASIL website](#).

Some states have restrictions on how many credits individuals may obtain from distance learning courses per reporting period. Individuals should check their jurisdiction's guidelines to determine what restriction may apply to their use of distance learning courses.

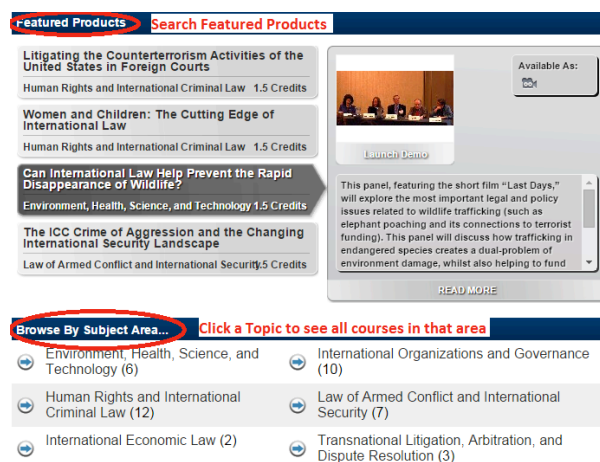
Step 4: Sign in with your ASIL username & password

Select the “Sign in” option above the yellow “Introduction” box and sign in with your ASIL username and password.

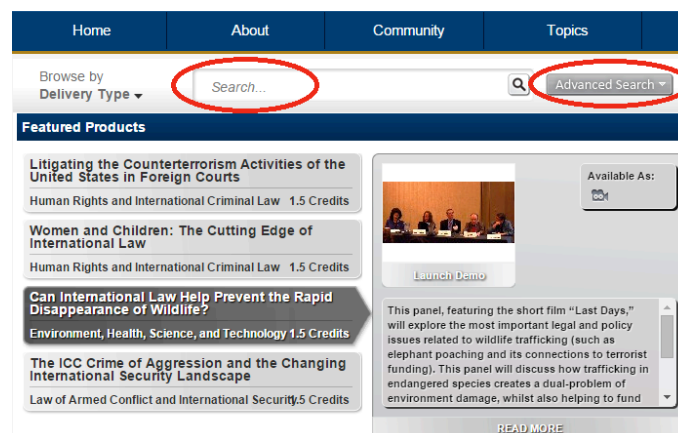


Step 5: Browse ASIL online catalog for courses you are interested in.

You can view the current “Featured Courses” or automatically search for courses by subject area:



You can also use the “Search” box to search for a specific phrase or title or the “Advance Search” options to find more search parameters. Click on the icon of the magnifying glass after typing in your search terms to start your search.



Step 6: Purchase course(s)

Once you've identified the course(s) you want to view for CLE credit, select the "Add to Cart" option (in yellow) on the right side of the page. When you successfully add the course to your cart, the "Cart" icon in the top right of your screen will change to reflect the number of courses you have pending to purchase. Adding a course will automatically take you to the first page of the checkout process. You can return to the catalog by clicking the "Home" button along the top menu or by clicking the "Continue Shopping" link at the bottom left of the checkout page.

Please note that the membership savings will be available to those who are current members in ASIL.

The screenshot shows a course page with a search bar at the top. On the right, a 'Cart' icon with the number '1' is circled in red. The course details on the left include a 'View Demo' button and a 'PURCHASE OPTIONS' section on the right. The 'Add to Cart' button in the 'PURCHASE OPTIONS' section is circled in yellow. Below it, the 'Non-Member Price' is \$90.00 and the 'Member Price' is \$63.00, with a note that the membership saved \$27.00.

Media	Item Name	Quantity	Price	Ext Price	Delete
OnDemand	Can International Law Help Prevent the Rapid Disappearance of Wildlife? - Price	1	\$90.00	\$90.00	
OnDemand	Is Forced Feeding in Response to Hunger Strikes a Violation of the Prohibition of Torture and Cruel, Inhuman, or Degrading Treatment? - Price	1	\$60.00	\$60.00	

Membership Savings: -\$45.00

Sub-Total: \$105.00
Estimated Tax: \$0.00
Total: \$105.00

Step 7: Checkout process – "Cart" page

Once you have selected all of the courses you wish to purchase, you can begin the checkout process by clicking the "Cart" icon in the top right of your screen.

The first checkout page will list the courses you have selected to purchase, their format (live, on-demand, podcast, etc.), their price, and any discounts you receive. You can also click the "Credit Summary" button in the top right to see how many CLE credits each course will provide. You can remove any courses from your shopping cart by clicking the image of the trash can to the right of the course price.

The screenshot shows the checkout process with a progress bar at the top: Cart (selected), Registration & Shipping, Payment, and Summary. A 'Credit Summary' button is circled in red with the annotation 'View how many credits each course is worth'. The course list table has a 'Delete a course' link and a trash icon circled in red for each item. The 'Membership Savings' row is highlighted in green. The total cost is shown at the bottom, with the 'Total' of \$105.00 circled in red. A 'Continue Shopping' link is at the bottom left, and a 'Checkout' button is at the bottom right.

Totals shown may include Early Bird, Membership, and/or other discounts for this sale for a logged in member. Any discounts for additional registrations, coupons, or gift cards are entered and shown on the last page of checkout.

Step 8: Checkout process: “Registration & Shipping” page

Once on the Registration & Shipping page, you will see your profile, listed as “Purchase Contact Information,” directly mirroring your information as provided on ASIL’s website. You cannot change your profile information here, as InReach pulls these details directly from ASIL’s database.

[Home](#) » [Cart](#) » Registration & Shipping

[Cart](#) > [Registration & Shipping](#) > [Payment](#) > [Summary](#)

indicates a required field

Purchaser Contact Information

The “Registrant Email” box will also be automatically filled with the email of the person checking out the product. You can register a course on behalf of another individual, but that person must have an account in the ASIL system, so that their completion of the course can be monitored and reported, and a CLE certificate of completion can be generated. If the registrant email is different from the individual paying for the course, and is recognized by the ASIL system, a green checkmark will appear next to the email, along with the first and last name recorded in the system.

Registration

Confirmation that the system recognizes the Registrant Email

Can International Law Help Prevent the Rapid Disappearance of Wildlife? - OnDemand

1st Registrant Email: ☒ First Name: Last Name:

Is Forced Feeding in Response to Hunger Strikes a Violation of the Prohibition of Torture and Cruel, Inhuman, or Degrading Treatment? - OnDemand

1st Registrant Email: ☒ First Name: Last Name:

[Continue Shopping](#) [Checkout](#)

When you have completed/confirmed the registrant email information, select the “Checkout” button to move on to the “Payment” step.

Step 9: Checkout process: “Payment” page

If you have a coupon code, you can enter it into the section with the same title. Any financial discount will be applied after clicking the “Apply” button. **You must enter the code and click “Apply” on this screen to receive your discount.**

Cart Summary

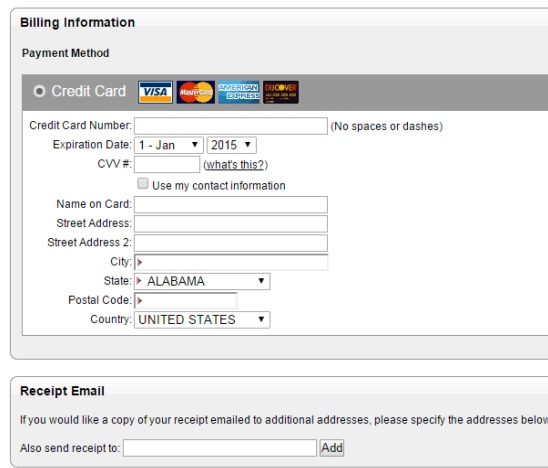
Media	Item Name	Qty	Price	Ext Price
OnDemand	Can International Law Help Prevent the Rapid Disappearance of Wildlife? - Price	1	\$90.00	\$90.00
OnDemand	Is Forced Feeding in Response to Hunger Strikes a Violation of the Prohibition of Torture and Cruel, Inhuman, or Degrading Treatment? - Price	1	\$60.00	\$60.00
Membership Savings				-\$45.00
Sub-Total:				\$105.00
Tax:				\$0.00
Total:				\$105.00

Coupon Code

Coupon: Enter coupon code, then click "Apply".

Coupon codes can be entered here and will modify the total cost after you select "Apply"

Your billing information can be entered in the section with the same title. An email receipt will automatically be sent to the email associated with the account making the purchase. You may specify that a receipt be sent to additional emails, if you so desire.

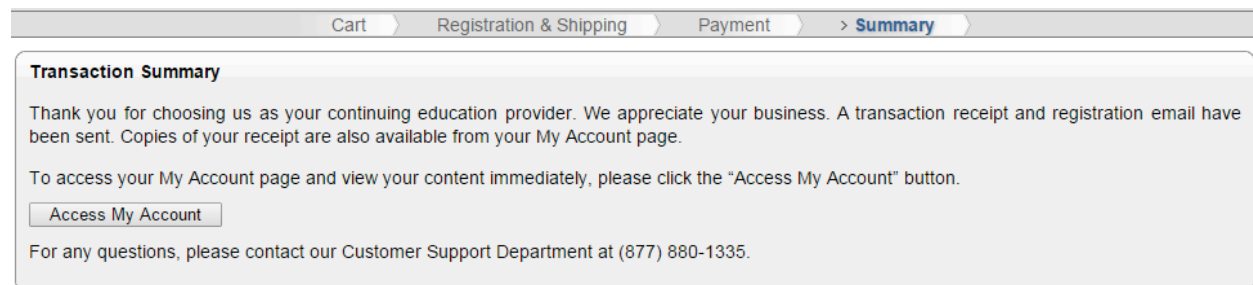


The form is titled "Billing Information" and is divided into two sections. The first section, "Payment Method", has a radio button for "Credit Card" which is selected. Below this, there are fields for "Credit Card Number" (with a note "(No spaces or dashes)"), "Expiration Date" (set to "1 - Jan" and "2015"), "CVV #" (with a link "what's this?"), and a checkbox for "Use my contact information". Below these are fields for "Name on Card", "Street Address", "Street Address 2", "City", "State" (set to "ALABAMA"), "Postal Code", and "Country" (set to "UNITED STATES"). The second section, "Receipt Email", contains a note: "If you would like a copy of your receipt emailed to additional addresses, please specify the addresses below." and a field "Also send receipt to:" with an "Add" button.

Click the “Checkout” button on the bottom right to confirm your purchase and add the courses to your account.

Step 10: Checkout process: Summary page

If your purchase was successful, you will see the following page:

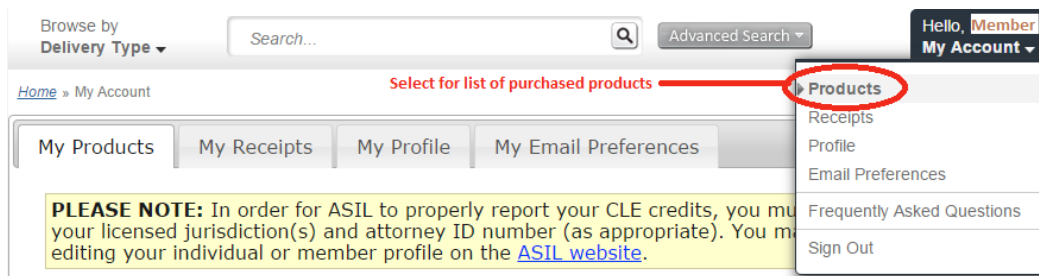


The page has a navigation bar with links: "Cart", "Registration & Shipping", "Payment", and "> Summary" (which is highlighted). Below the navigation bar is a box titled "Transaction Summary". Inside the box, the text reads: "Thank you for choosing us as your continuing education provider. We appreciate your business. A transaction receipt and registration email have been sent. Copies of your receipt are also available from your My Account page." Below this is another line of text: "To access your My Account page and view your content immediately, please click the 'Access My Account' button." Below this text is a button labeled "Access My Account". At the bottom of the box, it says: "For any questions, please contact our Customer Support Department at (877) 880-1335."

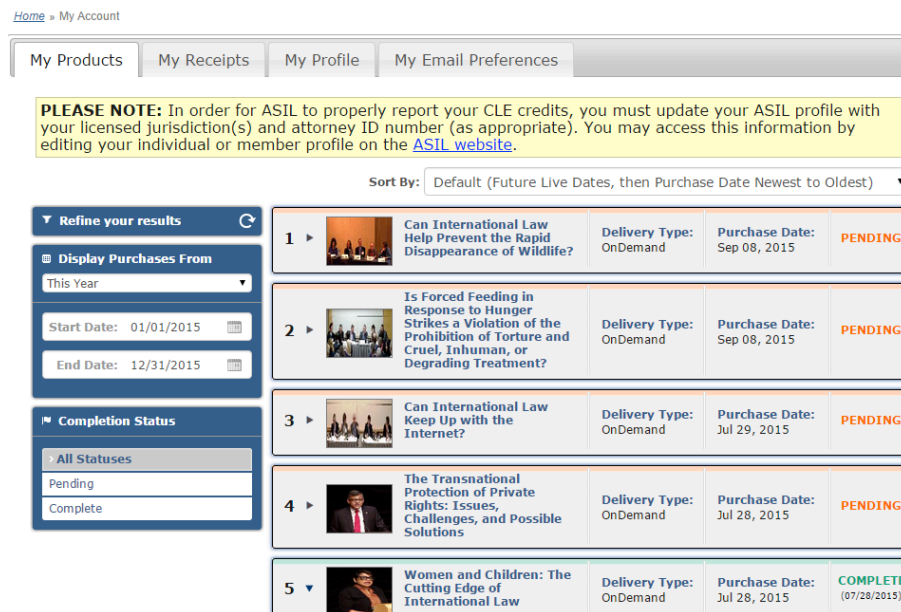
You will also automatically receive an emailed receipt of your purchase from cle@asil.org. The email entered into the “Registrant Email” for each course will also automatically receive an email with instructions on how to log in and access the purchased content.

Step 11: Accessing your purchased content

You can access your purchased content by hovering your mouse over the “My Account” tab on the top right of the screen and selecting the “My Products” link.

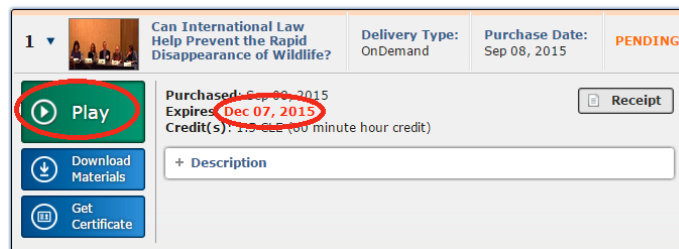


Your “My Products” page will list all of your courses, with multiple search options. As your list of courses grows, you can use these search options to find specific courses as needed. Each course will indicate the type of course (on-demand, live, podcast, etc.), the date purchased, and whether or not you have completed the course.



Step 12: Starting your course

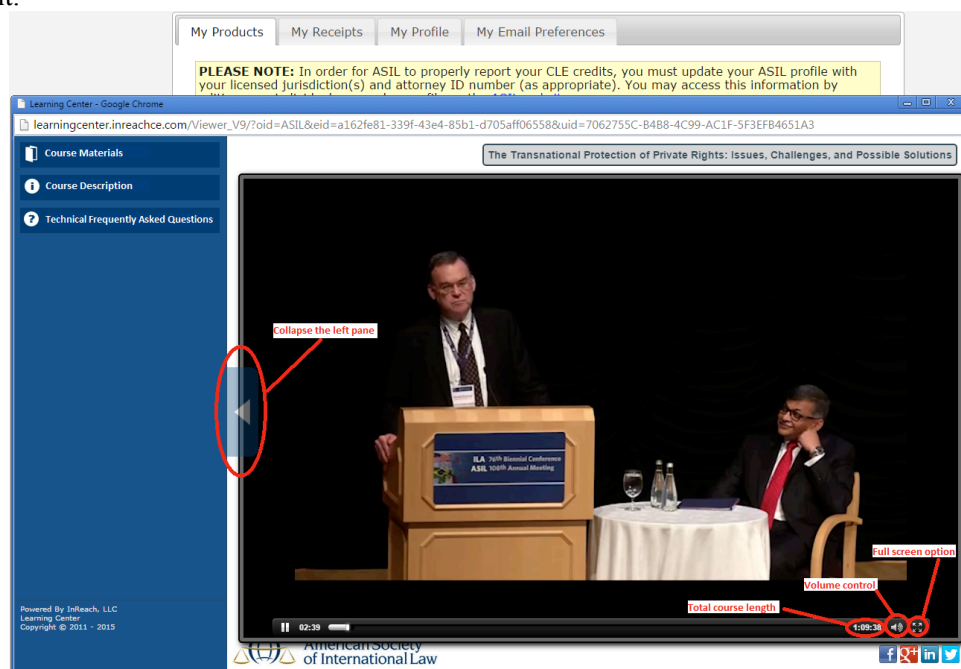
When you are ready to complete a course, select its title from your list of purchased courses. The course box will expand to show you more details about the course, including its expiration date (courses must be viewed within 90 days of purchase). You will see the “Play,” “Download Materials,” and “Get Certificate” options on the left side of the course box. You can download the associated reading materials for each course (PDF format) at any time. You cannot get your CLE certificate until the course requirements have been completed. When you select the “Play” button, your course will begin.



Step 13: Completing your course

Your course will appear in its own window, designed specifically for viewing CLE content. You must complete your course in this window in order for the system to be able to verify that you have watched the course and generate your CLE certificate upon completion.

The left tab (which has the Course Materials, Course Description, and Frequently Asked Questions) can be hidden by clicking the blue and white arrow tab. This will allow the video to fill the full space of the window. You can also control sound and switch to a full screen option with the buttons noted in the bottom right.



Please note that you cannot skip forward in the video (though you can move backwards). This is to ensure that you watch the entirety of the video to receive credit.

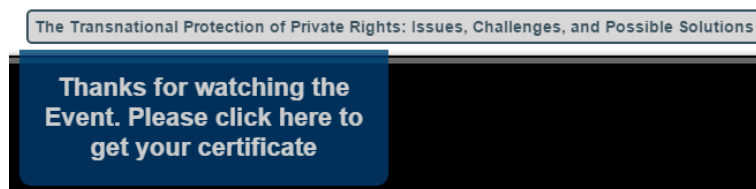
Step 14: Certifying your “attendance” in the course

The video player tracks your interaction with the window in which the video is being viewed. If your mouse pointer does not interact with the player after a specific amount of time, a dialog box will open on the screen asking if you are still watching. If you fail to respond affirmatively to this question, the video will pause and you will need to restart it. This is to ensure that attendees do not simply put the video on in the background and leave their computer to do something else, returning to collect the credits after the video has finished. If this does happen and you close your viewer, the video will resume from this point upon being reopened.

You must completely finish watching the video to allow you to obtain your CLE certificate of attendance.

Step 15: Obtaining your CLE Certificate of Attendance

Upon completion of an on-demand (online video) course, you will see a tab directly under the course name. If you click on this tab, you will be taken to a page with the title of the course and the steps needed to obtain your certificate. **An email copy of the CLE certificate will automatically be sent to the “registrant” email address used during the checkout process.**



You can also access any of your completed course certificates by visiting the “My Products” tab of the “My Account” page and selecting the title of the completed course (completed courses will display the word “COMPLETE” in green text). You can then click the blue “Get Certificate” button and a page will appear with instructions on how to access your certificate.

