# Submitting Multiple CEU Requests on Adventist Learning Community
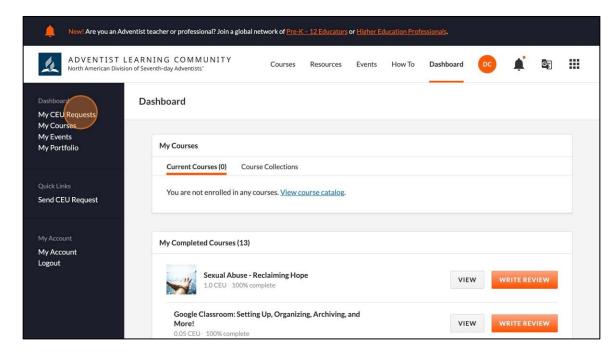
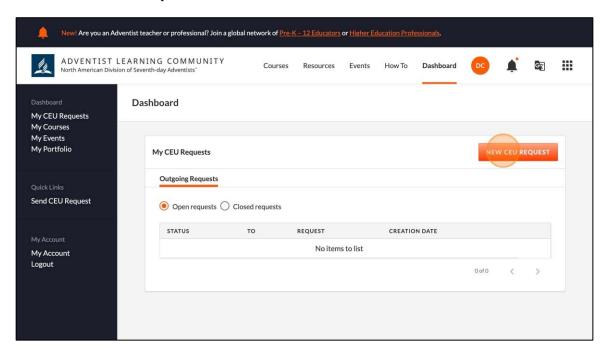1.  Navigate to https://www.adventistlearningcommunity.com/
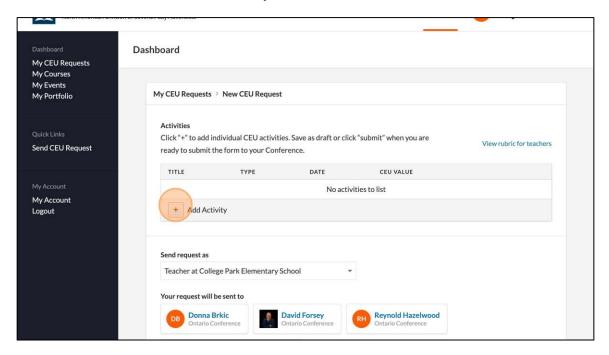


2.  Click "Dashboard"
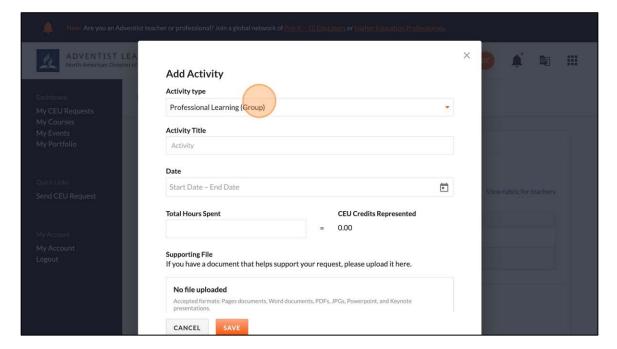
3. Click "My CEU Requests"
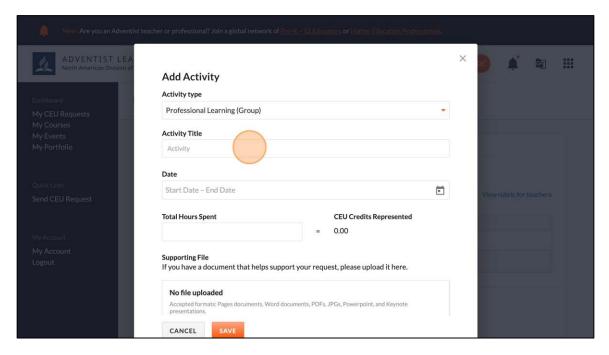


4. Click "New CEU Request"
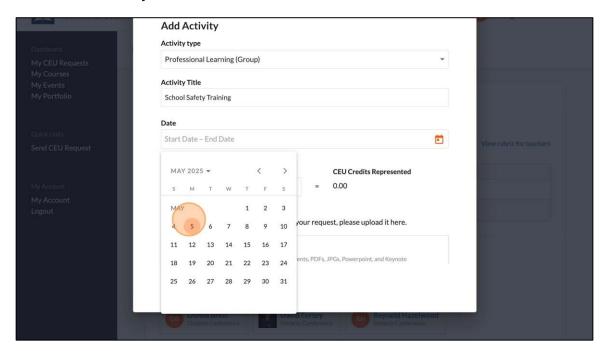
5.  Click "add" to add a new CEU activity.



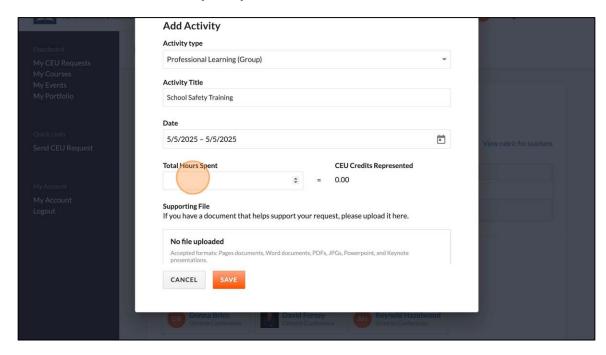6.  Select the activity type from the dropdown menu.

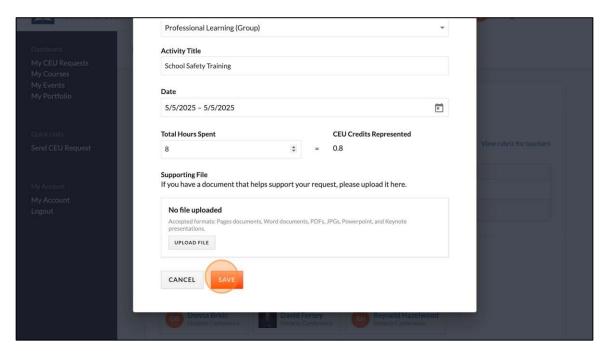7.  Type the title of the event in the "Activity" field.



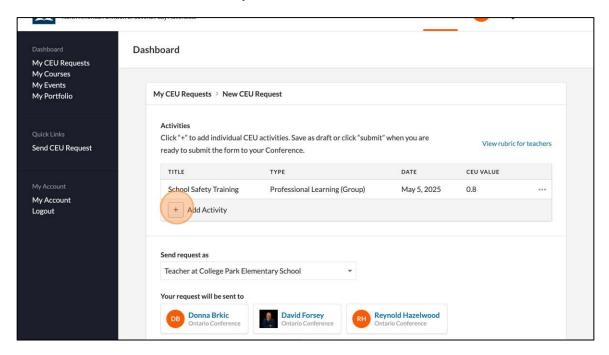8.  Select the activity start and end dates.
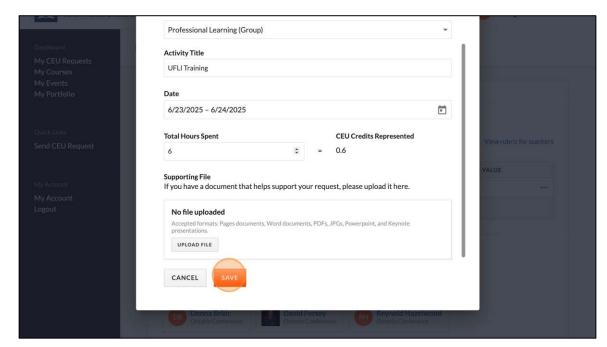
9. Enter the event duration (hours).
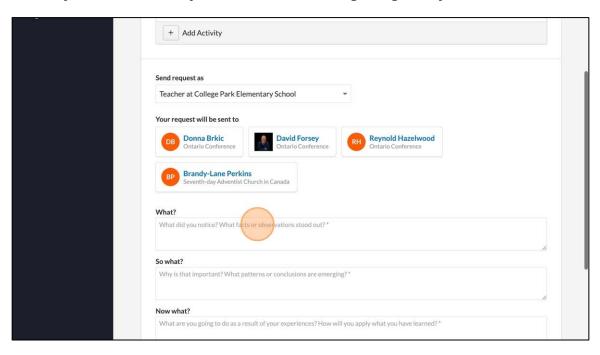


10. Click "Save"

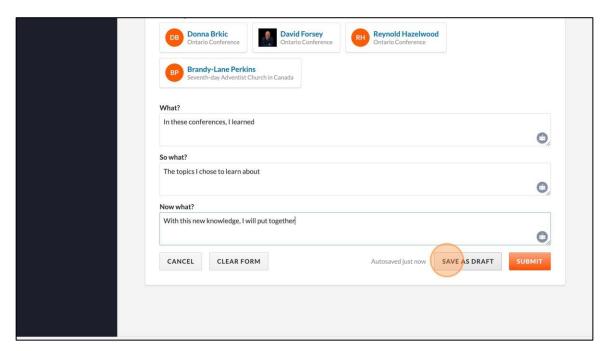11. Click the "+" to add a new activity.



12. Repeat the same process - add the event type, title, date, and hours. Click "save".
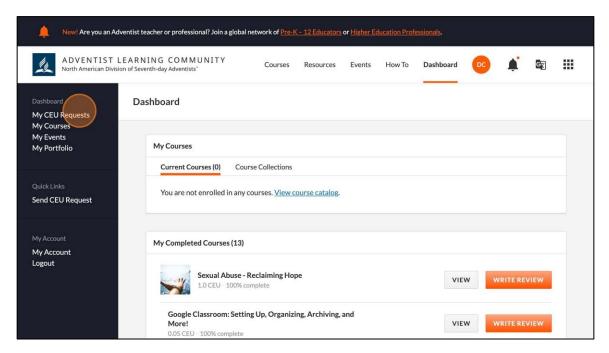
13. Complete the reflection questions at the bottom regarding the reported activities.
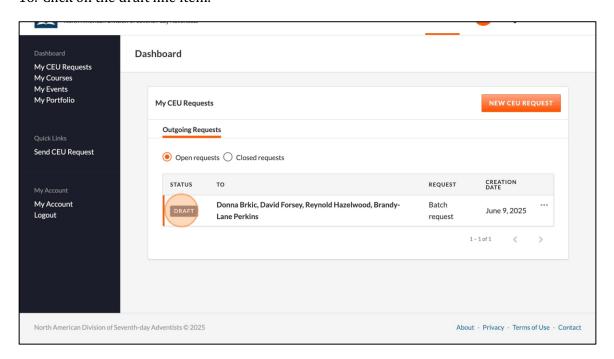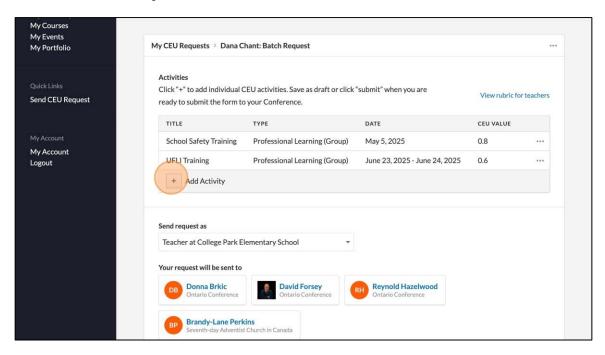


14. Click "Save as Draft".

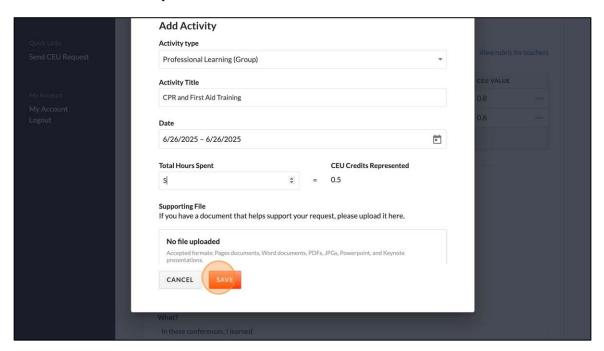15. When ready to add a new activity to your draft form, click "My CEU Requests"



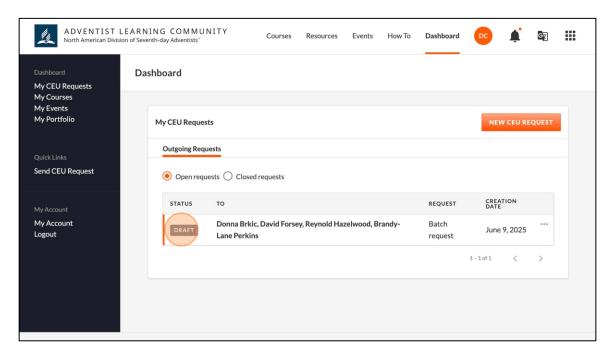16. Click on the draft line item.

17. The form will re-open. Click the "+" to add a new item.



18. Follow the same steps and save.

19. When you have added all your activities and you are ready to submit to your Conference, click on the draft line item.



20. Scroll to the bottom and click "submit"

21. You're done. Your submission has been sent to your Conference for approval. If you need to add something you forgot, simply create a new CEU request and complete the same steps and submit.