



CLAIMING CREDIT USING HUB & SPACE

Access Hub & Space at <https://aarc.web.mosaic-apps.com/signin> and log in with your AARC username and password.

1. Select the event you would like to claim credit for. If it is no longer listed in Upcoming Events click on Events in the top right and then look under Past Events and choose the meeting you want.
2. Under All sessions, select the date you want and then use the + icon next to your attended session's times to add them. These may already be selected for you if you used the Sessions option in the AARC app.
3. Repeat this process for each date if applicable.
4. In the headers above the dates go the Claim CRCE tab.
5. Each session you wish to claim credit for must have the CLAIM CREDITS box checked and it must be evaluated. If already evaluated, there will be a green Evaluation Done next to it. If not, use the Evaluate Session option to complete it. *****PLEASE NOTE*** Sessions which overlap in time with another cannot be claimed and you will receive an error message alerting you. You must choose one or the other.**
6. After all sessions you wish to claim credit for have had the CLAIM CREDIT box checked and have been evaluated, you may scroll to the bottom of the page to check the box to certify your attendance and use the Proceed & Generate Certificate button.
7. After generating your certificate you may Print (download) your certificate or email it to the address of your choice (recommended).

*****CRCE transcripts are not immediately updated after submission.
Updates will be made within 2 weeks following the end of the entry period.**

