

# CEUHelper Instructions

## Sign In via Web Check In

**Step 1:** Visit <https://ceuhelper.com> to sign up for an account

**Step 2:** *Click* sign-up if you do not have an account otherwise *Click* login

**Step 3:** Some internet browser may require you to click “Open App”

**Step 4:** *Select* conference by *Clicking* “Or use web check in”

**Step 5:** *Click* “Continue to events”

**Step 6:** *Find* and *Click* “Check in” on the event you will be attending next

**Step 7:** *Click* “Event Code Check In”

**Step 8:** Enter event code. You have now checked in, enjoy the event.

**Step 9:** *Click* “Continue to check out” to check out of event.

**Step 7:** *Click* “Event Code Check Out”

**Step 8:** Enter event code. You have now checked out.

**Step 9:** *Click* “Back to Conferences”

## Sign In via Mobile Device

**Step 1:** *Download* The CEUHelper App

**Step 2:** *Sign-up* if you do not have an account

**Step 3:** *Fill-in* “Email” and “Password” and *Click* “Login”.

**Note:** Ensure you have added your BACB number. If not, *Click* “No certifications”, “Behavior Analyst Certification Board”, *Fill-in* certification code, *Click* “Save certification”

**Step 4:** *Select* conference

**Step 5:** *Click* “Join Conference”

**Step 6:** *Review* any alerts

**Step 7:** *Click* “Continue to conference”

**Step 8:** *Click* “Browse & Check In”

**Step 9:** *Click* “All” to see all events

**Step 10:** *Find* and *Click* on the event you will be attending next

**Step 11:** *Click* “Tap here to check in”

**Step 12:** *Click* “Check-In”

**Step 13:** *Take a picture* of the QR Code displayed on the screen prior to the seminar. You have now checked in.

**Note:** You will be unable to check in and collect CEU’s at an event 10 minutes after the start time.

**Step 14:** *Click* “Check Out” to check out of event.

**Step 15:** *Take a picture* of the QR Code displayed on the screen when the seminar is complete. You have now checked out

**Note:** If you receive a warning “Invalid check out”, you may be checking out of the event before it is complete and will be unable to collect CEU’s. Click “Back” if you wish to continue collecting CEU’s.

**Step 16:** *Click* “Leave Conference”