

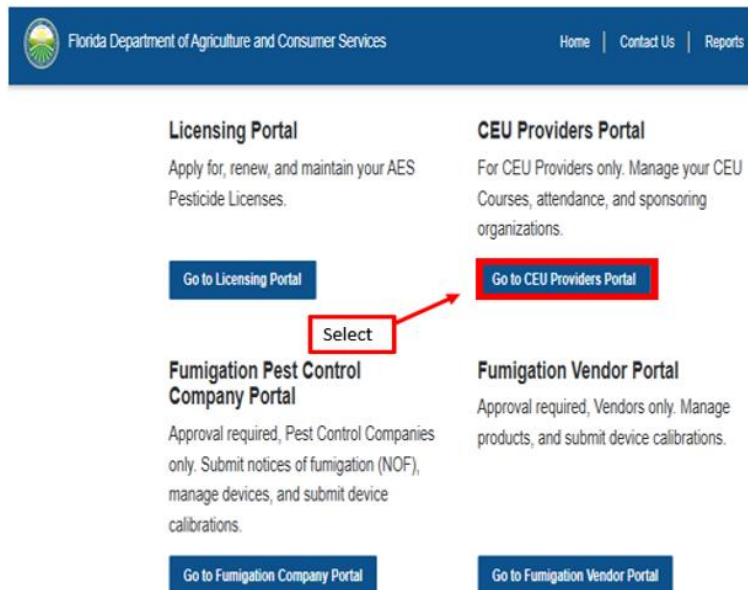
CEU Providers Portal

How to Manage CEU Attendance

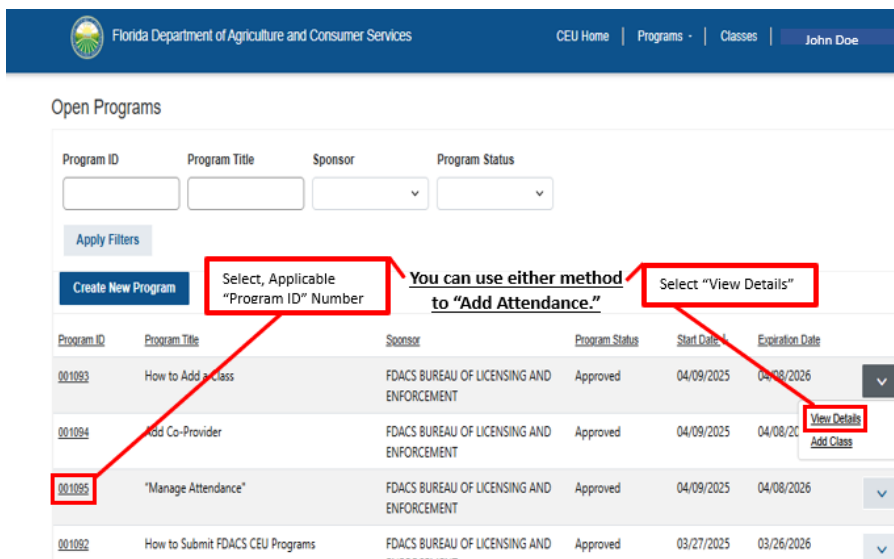
You can manage attendance for approved CEU classes using the options below.

Steps to Manage Attendance

1. Go to <https://aeslicensing.fdacs.gov> and sign in with your credentials.
2. From the home screen, select 'Go to CEU Providers Portal'.



3. Under 'Open Programs', find the applicable Program ID. You can click the Program ID directly OR use the drop-down menu at the end of the Program ID and select 'View Details'.



4. At the top of the page, select the 'Classes' tab. Use the drop-down menu for the applicable class and click 'Edit'. Select the 'Attendance' tab.

Florida Department of Agriculture and Consumer Services

CEU Home | Programs - | **Classes** | John Doe

Program Details | **Classes** | CEU & Category Information | Agenda & Speaker Information | Co-Providers

Add Class

Select the Dropbox at the end of the applicable class detail. Click "Edit".

Name ↑	CEU Program	Provider (CEU Program)	Class Status	Start Date & Time	County	
0001093	"Manage Attendance"	Shawanna Henderson	Available	04/24/2025 12:23 PM	Leon	 Edit

Florida Department of Agriculture and Consumer Services

CEU Home | Programs - | **Classes** | John Doe

Class Details | **Attendance**

1. Add Individual Attendee(s)
o Add a single attendee by License Number utilizing the **Add Attendee** button.

2. Add Attendees in Bulk
o Download this spreadsheet [ATTENDANCE.xlsx](#) and upload it after filling in the required information for each attendee.
o Any failed submissions for bulk upload will be visible by switching the View on the attendance list to **Class Attendance – Failed Upload**.
Note: The attendance spreadsheet will not process until the form is submitted using the **Submit** button at the bottom of the page. Bulk to load.

Attendees Spreadsheet Upload

[Choose File](#)

No file selected

 Class Attendees ▾ **Add Attendee**

License Number	Attendee
There are no records to display.	

Documents

There are no folders or files to display.

Check this box and click **Submit** to download a blank, printable attendee spreadsheet

☐ **Generate Blank Attendance Sheet**

Submit

Manage Attendance Options

- Generate Blank Attendance Sheet:

At the bottom of the page, check the box 'Generate Blank Attendance Sheet' and click 'Submit'.

The screenshot shows a 'Documents' section with a message: 'There are no folders or files to display.' Below this, a text instruction reads: 'Check this box and click **Submit** to download a blank, printable attendee spreadsheet'. A checkbox labeled 'Generate Blank Attendance Sheet' is checked and highlighted with a red box. Below the checkbox, a blue 'Submit' button is highlighted with a red box. A red line connects the 'Submit' button to a text box containing the instruction 'Click, "Submit".'

- Add Individual Attendee:

Click 'Add Attendee', enter the attendee's license number, and click 'Submit'.

The screenshot shows the 'Add Attendee' form. At the top, there is a dropdown menu for 'Class Attendees' and a blue 'Add Attendee' button, which is highlighted with a red box. A red line connects this button to a text box containing the instruction 'Add a single attendee by License Number "Add Attendee" button.' Below the button, there is a table with two columns: 'License Number' and 'Attendee'. The table is currently empty, with a message 'There are no records to display.' at the bottom. Below the table, there is a 'Create' section with a text input field for 'License Number' and a blue 'Submit' button. The 'Submit' button is highlighted with a red box, and a red line connects it to a text box containing the instruction 'Click, "Submit."'.

- Add Attendees in Bulk:

Download the attendance spreadsheet (ATTENDANCE.xlsx), fill in the required information for each attendee, upload the file using 'Choose File', and click 'Submit'. Bulk uploads may take up to 15 minutes to process. Failed submissions will appear under 'Class Attendance – Failed Uploads'.

Class Details | **Attendance** | *Any failed submissions for bulk upload will be visible by switching the View on the attendance list to Class Attendance – Failed Uploads.

- Add Individual Attendee(s)
 - Add a single attendee by License Number utilizing the **Add Attendee** button.
- Add Attendees in Bulk
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 - Note: The attendance spreadsheet will not process until the form is submitted using the **Submit** button at the bottom of the page. Bulk uploads may take up to 15 minutes to load.

Attendees Spreadsheet Upload

Choose File | Upload it after filling in the required information for each attendee in the "Choose File" tab.

No file selected

Class Attendees | **Add Attendee**

License Number | Attendee

There are no records to display.

Documents

There are no folders or files to display.

Check this box and click **Submit** to download a blank, printable attendee spreadsheet

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Submit | Note: The attendance spreadsheet will not process until the form is submitted using the **Submit** button at the bottom of the page. Bulk uploads may take up to 15 minutes to load.