Instructions to Request CE Credits through “My Transcript”

To access “My Transcript”, visit www.DIAglobal.org.

Sign In to the website using your DIA User ID and Password. If you’ve forgotten or don’t know your User ID or Password, click “Forgot User ID?” or “Forgot Password?” Enter the email address for your DIA Profile, then click “Continue.” You’ll receive an email with these credentials and Sign In instructions. (Please note: This email may go to your spam folder.)

Select My Account in the Welcome Menu in the upper right hand corner (where your name appears).

Select My Transcripts then Manage My Transcripts
The system will automatically display registered events for your Profile. Select the “Credit Request” button for the desired event. Credit requests are generally available two weeks after the end of an event.

To request an Attendance Certificate, check the “Attendance Certificate Only” box. To request IACET (International Association for Continuing Education and Training) CE credit, check the “Request Credit” box. To request any other credit type (ACPE, CME, RN, or PMI [if applicable]), select each day of the event to display that day’s sessions, then request the type of credit available by session, by day. When you’re finished, select “Continue.”

If you are a PharmD or RPh requesting ACPE (pharmacy) Credit, add or confirm your NABP eProfile ID# and birth date (MMDD).

After you have completed your CE requests for each day/session, review your request and attestation statement, check the box, and then select “Submit.”

Print Certificate: You may need to disable pop-up blockers to display the print menu in your internet browser. In addition, computer system firewalls or other security settings may prevent your browser from opening your certificate. Please contact mytranscript@DIAglobal.org for pop-up or printing assistance.