



How To Use FastCLE

A Step-By-Step Guide

STEP 1: GETTING STARTED

- Open your Internet browser and go to the Ohio Metro CLE Online page at <http://ombac.fastcle.com>.
- Select **Login** from the menu on the left side of the webpage.
- If you have used FastCLE before, simply enter your account email and password, and then skip down to the Step 3.
- If you are setting up an account for the first time, follow step 2.

STEP 2: SETTING UP AN ACCOUNT FOR THE FIRST TIME

- On the Login page, select the gray bar **“This is my first time using my account.”**
- Fill in the required fields (**IMPORTANT: If you are an OMBAC member, please use the same email address that your bar association has on file for you. If you don’t know which one that is, call your bar association to find out. Using the same email ensures your membership status will be applied.**)
- Click the button, **Locate Account**. If no account is found, complete the account information page.
- Congratulations, your account is set up! Now that you are set up and logged in...

STEP 3: PURCHASE A FASTCLE SEMINAR

- From any page on the FastCLE site, you can get to the full list of CLE seminars offered by selecting **Home Page** from the menu along the left side of the page. Here you can view the list in full or by category/credit hours.
- Select a category to view seminars pertinent to that topic. Click on the title of the program to see a brief description. Then select **“More Info”** to the right of the title you would like to purchase.
- You will then see a detailed description of the program, including topics within the program and available credit.
- To the right of the description, there are two different products that may be purchased. To purchase a streaming version of the program, click **“Add to Basket”** under **“Streaming.”** To purchase a podcast of the program, click **“Add to Basket”** under **“Podcast.”**
- The **“Select Options”** page will then populate. Directly beneath this title will be language regarding your membership with OMBAC. Confirm that the title of the program you are purchasing, located to the right of **“Seminar”** in the blue box, is correct. Your membership discount will be applied to the pricing of the product you selected and the price to the right of **“Product”** should reflect your status as a member or non-member.
- **Remember, you are automatically a member of OMBAC if you are a member of one of these bar associations: Akron, Cincinnati, Cleveland, Columbus, Dayton or Toledo Bar Associations**
- Select the **Review Basket** button at the bottom right side of the screen. At this point you can review the seminar(s) you have purchased. If you wish to select additional programs, click **“Continue Shopping”** at the bottom right of your screen. If you are ready to complete your order, select **“Checkout.”** If you do not wish to purchase any of the items in your basket, select **“Empty basket”** at the bottom left of your screen.
- Once you are ready to complete your order and have selected **“Checkout,”** you may review your order on the **“Review Order”** page. If everything is correct, simply select **“Submit Order.”** Doing so will bring up a confirmation page with your **“Order Number.”** If you are ready to view your program immediately, select the blue box labeled **“Continue to my Content”** in the top portion of your screen. If you would like to view it later, you may log out.

STEP 4: VIEWING/LISTENING TO YOUR SEMINAR

- Now that you have purchased your seminar, grab your notepad, pen and snacks.
- Your purchase has been added to your Classroom. You can get there by selecting **Classroom** from the menu at the left side of the screen.
- In your Classroom, **select the title of the seminar you would like to view. If you purchased the online streaming format, select the blue box at the top labeled “Launch Viewer to Begin.” If you purchased the podcast format, select the blue box labeled “MP3” underneath “Resources” in the “Topics” section. Right-click the MP3 icon to save it to your computer hard drive, where you can then move it to any MP3-compatible device.**
- While viewing/listening to your program, you will periodically hear numeric codes that must be written down. At the end of the program you will be required to enter these codes exactly as they were given to you before you can request CLE credit.

STEP 5: REQUESTING CLE CREDIT

- After you have finished viewing/listening to the program, you must complete the attendance verification process and the evaluation before you can receive CLE credit. **If you are not already logged into your account, log back in** and click on **“Request CLE”** on the left side of your screen to access the final steps of the process. At this point, you will be required to type in the numeric codes in order and exactly as they appeared during the program. Once the system has accepted your codes,

you will advance to the evaluation form. You are required to complete this evaluation in order to get CLE credit from the Supreme Court of Ohio. **If you do not complete the evaluation, you will not receive CLE credit.** Once you have completed this process, you can print a certificate of completion-for your records. The certificate will always be available in your Education Credit Profile should you need to retrieve another copy.

- OMBAC will report your credits to the Ohio Supreme Court upon completion of your seminar, and within the required reporting period of 30 days.

For help with the FastCLE website, please call our technical provider, Peach New Media at 1-866-702-3278, option 1.