

NAAEI Designation Programs

Online Student Enrollment Tutorial

121008

Overview

Welcome to NAAEI's New Online Student Enrollment Process

The NAA Education Institute has created this presentation as a helpful guide using the new online Student Enrollment Form which will offer greater convenience and security in an easy to use format.

Affiliates are encouraged to direct students to the Enrollment Form at the NAA Web site as soon they express an interest in the designation course. This is a **very important** first step in the designation process before conducting classes and administering exams as it allows NAAEI to establish the student's data record. Enrolling a student online will automatically generate an ID and password. This enrollment step also enable NAAEI to properly assign student grades and other activity codes as the student moves through the designation program in the months that follow.

Overview

- **24/7/365 Affiliate access via the NAA Web site: www.naahq.org**
- **Clear instructions**
- **Easy-to-use form**
- **Automatic e-mail and print page enrollment confirmation to student**
- **Automatic weekly student enrollment report to Affiliate**

Overview

Enrollment is a 2-step process:

Step 1: Students must identify their NAA User ID and password. If they have never received an ID and password before, they must sign up as a “New User” The student will receive an ID and password by e-mail only. Therefore, they must have an e-mail account and access to it.

Step 2: Once the students receive their NAA User ID and password, they must come back to the NAA Web site and complete the student enrollment form.

Step 1: Identify or create your NAA User ID and password

- If the student has interacted with the NAA Web site before, they should use the password previously created.
- If the student doesn't have an NAA User ID, they must follow the steps to create one.

Step 1: Identify or create your NAA User ID and password

If the student does not have an NAA ID they should follow these steps:



The screenshot shows the top navigation bar of the NAA website. On the left, it says "Welcome, you are not signed in. | [Sign In](#) | [Create an Account](#)". On the right, there are links for "Home | NAA Member Center | Join NAA | Contact Us" and a "SITE ACTIONS" dropdown menu. Below the navigation bar is a search bar with "NAA Site" entered and a "GO" button. A green arrow points from the search bar area towards the "Create an Account" link.

[Welcome, you are not signed in. | Sign In | Create an Account](#)

Home | NAA Member Center | Join NAA | Contact Us

Search

[About NAA](#) [Government Affairs](#) [Publications](#) [Education](#) [Industry Resources](#) [Meetings & Events](#)

Click here to start. Students will be prompted to fill out 3 pages of information in order to create their profile.

Step 1: Identify or create your NAA User ID and password

CreateAccount

Sign up as New User | Step 1 of 3

Contact Information	
Prefix	<input type="text"/>
First Name *	<input type="text"/> Middle Name <input type="text"/>
Last Name *	<input type="text"/> Suffix <input type="text"/>
Title	<input type="text"/>
Functional Role	<input type="text"/>
E-mail Address *	<input type="text"/>

Students should make sure that their e-mail address is correct. From this page, they may also select “Find my Company” to ensure that they are affiliated with their employer. The information entered here may be updated at any time.

Step 1: Identify or create your NAA User ID and password

- After the student has completed the form, the User ID and password will be sent to the e-mail address that they provided.

Step 2: The Designation Enrollment Form

Once the student has received NAA User ID and password, they must return to the designate enrollment form. The form is located here:

www.naahq.org/education/designationprograms/Pages/enroll

Step 2: The Designation Enrollment Form

There are 5 required fields on the form. They are:

1. I am enrolling in: (Select Designation Program)
2. I am taking the education course with: (Select Local Apartment Association)
3. Date entered the industry; (must be entered as: mm/dd/yyyy)
4. The data I am providing with this enrollment form is accurate to the best of my knowledge. I authorize NAAEI to share designation candidate information with the my local NAA affiliated apartment association. (check box)
5. I have reviewed my profile and confirm it to be accurate. I understand it is my responsibility to notify both NAA and my local apartment association of any change in my contact information. (check box)

Step 2: The Designation Enrollment Form

NAA Designation Enrollment Summary

<input type="button" value="Submit"/>
Please review the information below. If it is correct, click the submit button.
Contact Information Edit your NAA Profile
Lesley A. Packel National Apartment Association 4300 Wilson Blvd #400 Arlington, VA 22203-4168 Phone: (703) 518-6141 Fax: (703) 248-9440 Email: lesley@naahq.org
Enrollment Information Edit your NAAEI Enrollment Information
Please review the information above. If it is correct, click the submit button.
<input type="button" value="Submit"/>

After clicking the “Submit” button, students should see this summary page. They must click submit again here to confirm their enrollment.

Step 3: Post Enrollment

- You will receive an Enrollment report every Wednesday and Saturday letting you know who has enrolled that week. This report will also include eligibility codes for students to take the exam.
- If you have any questions, please contact Lesley at lesley@naahq.org or 703/518-6141 ext. 132.

NAAEI Contact Information

703/248-9570

703/248-8370 FAX

Maureen Lambe, CAE

Executive Vice President

Extension 116

maureen@naahq.org

- *NAAEI Board Liaison*
- *Apartment Career Promotion*
- *Unresolved Designation Issues*

Shana Treger

Director of Instructional Design

Extension 115

shana@naahq.org

- *CAMT, CAPS and NALP Curriculum Development*
- *Online Designation Exam Development*
- *Other Instructional Design Projects*

NAAEI Contact Information

Bridget Garra

Director of Program Delivery
Extension 122

bridget@naahq.org

- *NAA/NAAEI Conference Education Sessions*
- *Advanced Instructor Training*
- *Privatized Military Housing Programs*
- *Online delivery of NAAEI programs*
- *Workforce development initiatives*

Julie Barden

Manager of Communications and
Affiliate Relations
Extension 691

juliebarden@naahq.org

- *NAAEI Monthly Update e-newsletter*
- *NAAEI and Affiliate Marketing Opportunities*
- *NAAEI Web site*
- *Affiliate Designation Program Opportunities*

NAAEI Contact Information

Kimberly A. McCrossen

Program Manager

Extension 121

kimberleymccrossen@naahq.org

- *Advanced Instructor Training*
- *NAAEI Affiliate Education Conference*
- *Regional Training*

Lesley Packel

Program Specialist

Extension 132

lesley@naahq.org

- *Designation Program Enrollment*
- *Candidate's Exam Issues*
- *NALP Market Survey Grades*
- *Online Designation Exam Grades*
- *Grader Recruitment and Assignment*
- *Education Product Orders*

NAAEI Contact Information

La’Kisha Harrison-Chambers

Education Coordinator

Extension 108

lakisha@naahq.org

- *Designation Program Enrollment*
- *Continuing Education Credits*
- *Designation Renewal*
- *Designation Certificates*
- *Issues with Designation Records*