



CREDENTIAL ENROLLMENT TUTORIAL: HOW TO CREATE ACCOUNTS AND ENROLL IN PROGRAMS

MAY 2022

Credential Enrollment

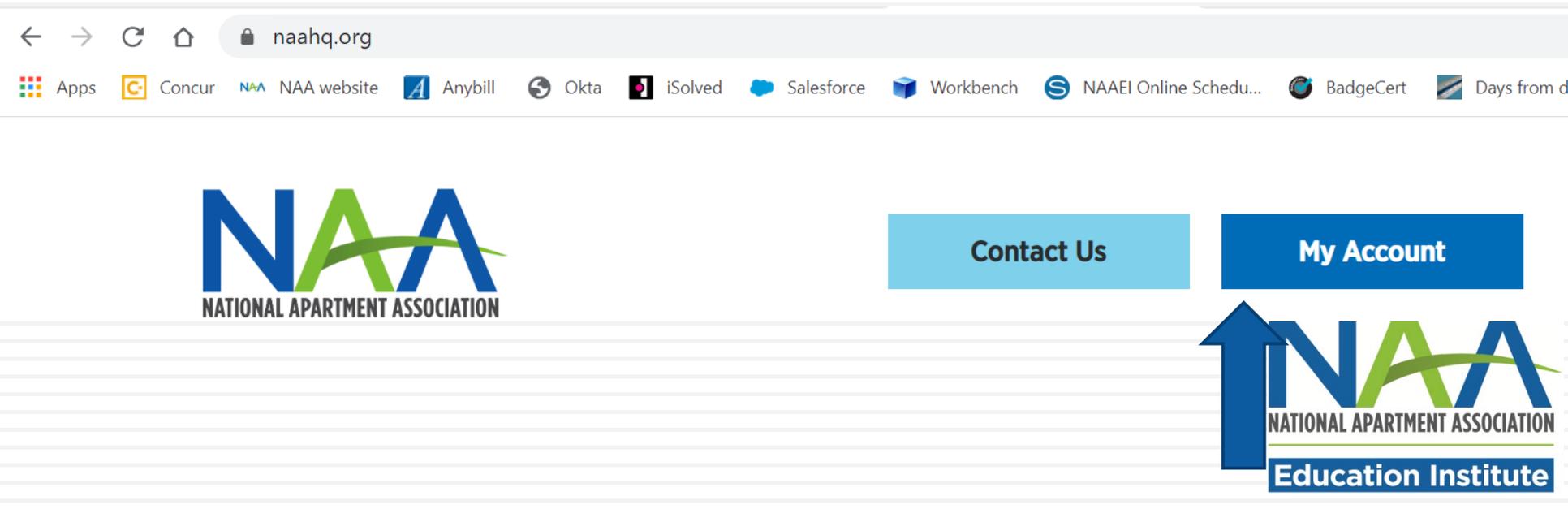
Congratulations! You are showing your dedication to your career by choosing to enroll in one of NAAEI's Credential programs.

Enrollment is a two-step process:

1. Creating or identifying your NAA login
2. Completing the credential enrollment form

Step 1: Identify your NAA User ID

If you have already visited the NAA website, you should have an NAA User ID and password. If not, you can create one. Either way, your first step is to click on the *My Account* button at the top of the NAA website homepage (www.naahq.org).



The screenshot shows a web browser window with the address bar displaying "naahq.org". Below the address bar is a navigation bar with several application icons: Apps, Concur, NAA website, Anybill, Okta, iSolved, Salesforce, Workbench, NAAEI Online Schedu..., BadgeCert, and Days from d. The main content area features the NAA logo (National Apartment Association) on the left. On the right, there are two buttons: "Contact Us" (light blue) and "My Account" (dark blue). Below the "My Account" button is a blue arrow pointing upwards towards the button, and another NAA logo with the text "National Apartment Association Education Institute" below it.

Step 1: Create your NAA Account

Connecting to 

Sign in with your National Apartment Association (NAA) account
to access NAA Community



Sign-In

Email

ezolotukhina@naahq.org

Password

.....

Remember me

Sign In

Forgot password or need to create an account?

On the following page, you will have two options.

1. Sign into your existing account (with the ability to reset your password if you don't have it); or
2. Create a new account.

To create a new account, click “Forgot password or need to create an account?” at the bottom of the page.



Step 1: Create your NAA Account

Then click Create an Account.

Sign-in with your National Apartment Association (NAA) account to access NAA Community



Sign-In

Email

ezolotukhina@naahq.org

Password

••••••••

Remember me

Sign In

Forgot password or need to create an account?

[Reset My Password](#)

[Create an Account](#)

For additional help, contact NAA



Step 1: Create your NAA Account

Create My Account

Please provide some information to create your account.

First Name	<input type="text"/> *required
Last Name	<input type="text"/> *required
Email	<input type="text"/> *required
Password	<input type="password"/> *required
	<p>Password must contain one upper, small, #_@ and 8-16 digit.</p>
Confirm Password	<input type="password"/> *required

[Create Account](#)

Fill out your name, email address and password to create your account. Click the green Create Account button.

Step 1: Create your NAA Account



Sign-In (You may need to reset your password if this is your first time login in with the Single Sign On)

A text input field for the user's email address. It contains the placeholder text 'Email' and a small question mark icon on the right side.A password input field. It contains the placeholder text 'Password' and a small question mark icon on the right side.

Remember me

A blue rectangular button with the text 'Sign In' in white, centered on the button.

[Need help signing in?](#)

Once you have created your account, you will be returned to the Sign-In page. Enter your email and password to sign into your account.



Step 1: Create your NAA Account

You will be taken to the Personal Snapshot page. Click My Education Institute to complete your enrollment.

[Checkout](#)

[Personal Snapshot](#)

[PAC Donations](#)



833-86-MYI

Personal Snapshot

View your latest notifications and snapshots of your profile.

[My Profile](#)

[Edit My Profile](#)

[My Education Institute](#)



Company

Summary of your current company affiliations.

National ID

2275457



Step 2: Complete the Enrollment

On the Personal Snapshot page you may edit your profile, complete additional personal information and check your orders and registrations. Your NAA ID is listed on this page. To start the enrollment process, click My Education Institute and then Enroll in a Credential.

Personal Snapshot

View your latest notifications and snapshots of your profile.

My Profile	Company
Edit My Profile	Summary of your current company affiliations.
My Education Institute	National ID
My Orders	Full Name
My Registrations	Title
Affiliate Portal	Phone
Click & Lease	Mobile
NAA Home	Email
NAA Upcoming Events	Shipping Street
	Shipping City
	Shipping State/Province
	Shipping Zip/Postal Code
	Shipping Country

Your Education Overview

[Account Overview](#) /

Education

 Find A Course	 Education Dashboard	 Enroll in a Credential	 Credential Holder Directory
 Visto Online Learning	 Renew My Credential	 Schedule My Exam	



Step 2: Complete the Enrollment

The form will pre-populate with your account information. The first question asks you to select whether you are taking the course online through Visto, or a training provider (apartment association, college/university).

Profile Overview

Name: Sara Belle

Title: Property Manager

Email: sara@pixiehollow.net

Phone: 703-555-1234

Cell phone:

Address:

Congratulations on your decision to distinguish yourself with an NAAEI designation! Earning a nationally recognized designation after your name signifies you have made a meaningful commitment to professional excellence.

Will you be purchasing your credential course through Visto, or through a training provider such as; a local apartment association, college or employer?

- Select - 

Step 2: Complete the Enrollment

Enrollment Detail

* Fields in bold are required

I am taking the course with

- Select a local apartment association -



I have already been in contact with my local association

I am enrolling in

CAMT



I started working in the apartment industry on

01/01/2019

Highest level of education completed

--Select--



Birth year



Supervisor's Name

Supervisor's Email

Employer

You must check the box below

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 my local NAA affiliated apartment association.

NEXT

You will then be prompted to complete the following form. Choose the appropriate training provider (your local apartment association, college or university). Enter your industry start date to record your employment experience.

Click "Next" at the bottom of the form.



Step 2: Complete the Enrollment

Confirm Enrollment Information

Profile Overview

Name: Amy Monaghan

Title:

Email: amymallen001@gmail.com

Phone:

Cell phone:

Address:

Enrollment Detail

I am taking the course with

Western Technical College

I have already been in contact with my local association

No

I am enrolling in

CAMT

I started working in the apartment industry on

01/01/2019

Highest level of education completed

High School or GED

Birth year

1974

Supervisor's Name

Supervisor's Email

Employer

BACK

SUBMIT

Once you complete the form, you will see a summary page where you can confirm that your information is correct. To complete the enrollment, click Submit at the bottom of the screen.

Step 2: Complete the Enrollment

Congratulations! You are now enrolled in a credential program. On your dashboard, you will see a confirmation of your enrollment and a list of any other programs you may currently be enrolled in. An email confirmation of your new enrollment will be sent to the email address you have listed in your account.

You have been enrolled in the CAMT program.

Enroll in a new program [here](#)

Current Programs

Program	Enroll Date	Thru Date	Status	
CAMT	September 3, 2019	September 2, 2020	Enrolled	VIEW