NAAEI Credential Student Account Creation

Follow the steps below to create your NAA account. After your account has been created, locate your NAA ID on the My Profile page and provide it to your education provider.

Start here: https://my.naahq.org

1. Click on “Create an Account”

Please log in or create an account to continue.
2. Complete all required fields. **Remember to check the box next to “Check Here for credential PACE access.”**

3. Click “create account”

*Please remember and/or record your seven-digit NAA ID, which is found on the My Profile page. You will need to provide it to your education provider.*
4. Click on “My Education Institute.” This will land you on the PACE portal.

5. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.

Note: if you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile.” Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.
6. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren’t needed, click “Continue.”

7. After you’ve updated your profile, you’ll see a confirmation message.
8. Click on “Home” to view your portal home page. There, you can apply for a credential, submit a credential renewal application, or submit continuing education credits (CECs.)

9. The PACE portal home screen is displayed below.