Accessing e-books (in ViaTech and in PACE)

Students can access their course materials (e-books) via one of two methods:

1. In the PACE portal at [https://my.naahq.org](https://my.naahq.org)
2. Through the ViaTech site at [https://singlestorefront.com/NAA/Login.aspx](https://singlestorefront.com/NAA/Login.aspx)

Each of these methods will be discussed below, in turn.

1. Log into your NAA account at [https://my.naahq.org](https://my.naahq.org)
2. Click on “My Education Institute.” This will land you on the PACE portal.

3. 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.*
4. 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.”

5. After you’ve updated your profile, you’ll see a confirmation message.
6. Click on “Home” to view your portal home page.

7. The PACE portal home screen is displayed below.
8. Scroll down to the tile called “My Classes” and click on “My Bookshelf.”

9. You’ll see the ViaTech login screen. Use the login credentials provided in your Course Materials email to log in and access your e-book. Your username is the email address which your education provider used to order your e-book. The default password is education1! The eBook site will require you to change your password the first time you log in.

If needed, you can re-set your password using the “Forgot Password” button below. Please check the email account used to purchase your e-book for the password reset email, including spam, and use it to access your e-book.
10. After logging in, you’ll see a folder containing your e-book. Click on the folder to access the contents of the e-book.

11. The contents of your e-book are below. You can also use the “Purchase Course Book Here” button at the top right to purchase a print copy of your e-book using a credit card.
12. To access your e-book directly (without logging into PACE) go here https://singlestorefront.com/NAA/Login.aspx, and follow steps 9-11 above.