



Education Institute

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

NOVEMBER 2017

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 three-step process:

1. Creating or identifying your NAA login
2. Editing/updating your address information
3. Completing the credential enrollment form

Step 1: Identify your NAA User ID

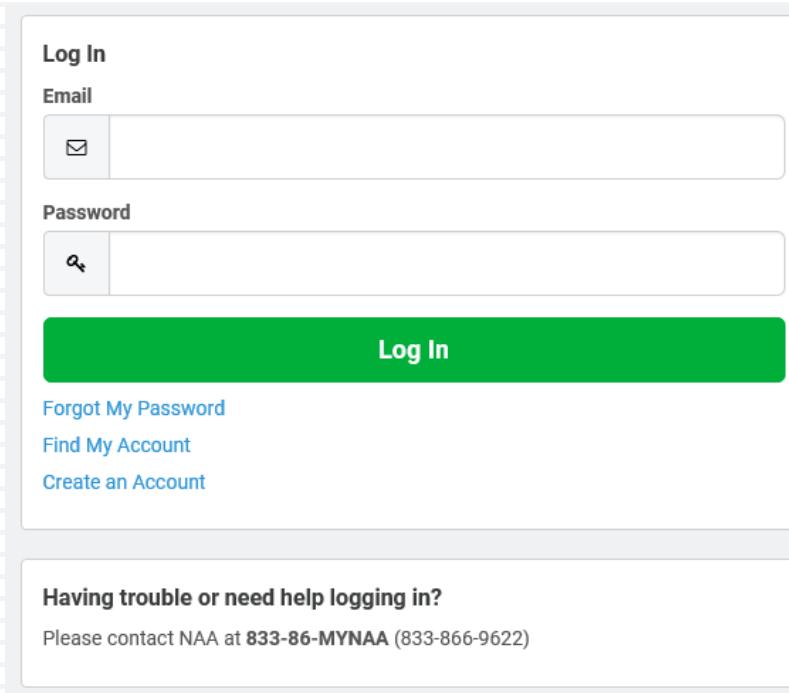
If you have already visited the NAA website, you should have an NAA User ID and password. If not, you can create one. Either way, your first step is to click on the Login/Register button at the top of the NAA website homepage (www.naahq.org).



Step 1: Identify your NAA User ID

On the following page, you will have two options.

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



The image shows a screenshot of a web-based log-in form. At the top left, the word "Log In" is displayed in a small, dark font. Below it is a section labeled "Email" with a placeholder icon of an envelope and a text input field. Underneath is a section labeled "Password" with a placeholder icon of a key and a text input field. A large green rectangular button with the white text "Log In" is centered below the password field. To the left of this button are three blue hyperlinks: "Forgot My Password", "Find My Account", and "Create an Account". At the bottom left of the main form area, there is a smaller white box containing the text "Having trouble or need help logging in? Please contact NAA at 833-86-MYNA (833-866-9622)".

Step 1: Identify your NAA User ID

Select the appropriate option for you:

Select “Log In” if you
already have an account,
and proceed to page 8 of
this tutorial.

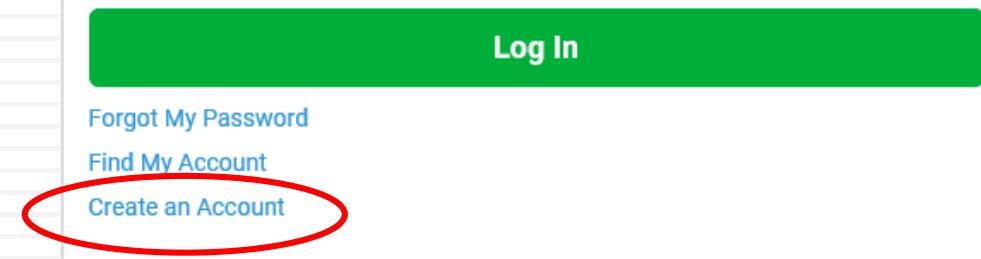
Log In

Email

Password

Log In

[Forgot My Password](#)



Select “Create an Account”
if you don’t have an account
yet, and proceed to the next
slide.

Step 1: Create your NAA Account

Fill out the form
on the following
page (pictured to
the right) to
create your
account.

Create My Account

Please provide some information to create your account.

You must complete fields ending with *.

My Contact Information

First Name

Last Name *

Account Phone

Mailing Street

Mailing City

Mailing State/Province

Mailing Zip/Postal Code *

Mailing Country

My Login Information

Email *

Retype Email *

Password *

Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Step 1: Create your NAA Account

You will be asked to create a password. Next, click the Create Account button to complete your login.

My Login Information

Email *

Retype Email *

Password *
Your password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.

Password Strength:

Retype New Password *

Create Account

Step 1: Create your NAA Account

After you create a password, you will be taken to the Your Account page, where you can complete additional personal information and enroll in programs. To edit your address information, click on the Addresses icon.

John's Account | Log Out | Events | Store | Cart (0)

Account Home /

Your Account

Thanks for creating an account!

Your Information

 Personal Info  Social Info  Addresses  Manage Logins

Education

 Class List  Education Dashboard  Enroll in Program  Designate Directory

 Career Path Solutions

Step 2: Complete the Enrollment

To start the enrollment process, return to Account Home and click Enroll in Program on your Education dashboard.

Thanks for creating an account!

Your Information

 Personal Info  Social Info  Addresses  Manage Logins

Education

 Class List  Education Dashboard  CEC Submission  Enroll in Program

Step 2: Complete the Enrollment

The form will pre-populate with your account information and you will be instructed to select that you are either taking the course online or with your local apartment association. Choose the appropriate course sponsor (your local apartment association, college or 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.

Are you planning to take the course online (CAM or NALP only) or with your local apartment association?

- Select - ▾

Step 2: Complete the Enrollment

After selecting that you are taking the course either online or with the local association, you will be prompted to complete the following form. All bolded fields are required. Click “Next” at the bottom of the form.

Enrollment Detail

I am taking the course with

Apartment Association of Greater Dallas

I have already been in contact with my local association

I am enrolling in

CAM

I started working in the apartment industry on

02/06/2006

Highest level of education completed

Bachelors Degree

Birth year

1982

Supervisor's Name**Supervisor's Email****Employer**

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

Step 2: Complete the Enrollment

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

Confirm Enrollment Information

Profile Overview

Name: Sara Belle

Title: Property Manager

Email: sara@pixiehollow.net

Phone: 703-555-1234

Cell phone:

Address:

Enrollment Detail

I am taking the course with

Apartment Association of Greater Dallas

I have already been in contact with my local association

No

I am enrolling in

NALP

I started working in the apartment industry on

02/06/2006

Highest level of education completed

Bachelors Degree

Birth year

1981

Supervisor's Name

Supervisor's Email

Employer

BACK

SUBMIT



Step 2: Complete the Enrollment

Congratulations! You are now enrolled in your course. On your dashboard, you will see a confirmation of your enrollment and a list of any other programs you might 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 CAM program.

[Enroll in a new program here](#)

Current Programs

Program	Enrollment Status	Enroll Date	Thru Date	Status	
NALP	Candidate	January 28, 2015	January 27, 2016	Enrolled	VIEW

Account Access

To access your account at any time, log into the NAA website using your email address and password. When you reach the home page click the Member Section button to view a dropdown list. Click Account Information to return to your dashboard.

