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

SEPTEMBER 2021
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 Login/Register button at the top of the NAA website homepage (www.naahq.org).
Step 1: Create your NAA 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 “Need help signing in?” at the bottom of the page.
Step 1: Create your NAA Account

Then click Create an Account.
Step 1: Create your NAA Account

Create My Account
Please provide some information to create your 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

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 back to the home page. Click Member Section and then Account Information.
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.
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 in the classroom.
Step 2: Complete the Enrollment

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.

<table>
<thead>
<tr>
<th>Enrollment Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Fields in bold are required</td>
</tr>
<tr>
<td><strong>I am taking the course with</strong></td>
</tr>
<tr>
<td>- Select a local apartment association -</td>
</tr>
<tr>
<td><strong>I have already been in contact with my local association</strong></td>
</tr>
<tr>
<td><strong>I am enrolling in</strong></td>
</tr>
<tr>
<td>CAMT</td>
</tr>
<tr>
<td><strong>I started working in the apartment industry on</strong></td>
</tr>
<tr>
<td>01/01/2019</td>
</tr>
<tr>
<td><strong>Highest level of education completed</strong></td>
</tr>
<tr>
<td>- Select -</td>
</tr>
<tr>
<td><strong>Birth year</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Supervisor’s Name</strong></td>
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<td></td>
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<tr>
<td><strong>Supervisor’s Email</strong></td>
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<td></td>
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<tr>
<td><strong>Employer</strong></td>
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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.
**Step 2: Complete the Enrollment**

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.

### Confirm Enrollment Information

**Profile Overview**

- **Name:** Amy Monaghan
- **Email:** amymallen001@gmail.com
- **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**
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

<table>
<thead>
<tr>
<th>Program</th>
<th>Enroll Date</th>
<th>Thru Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAMT</td>
<td>September 3, 2019</td>
<td>September 2, 2020</td>
<td>Enrolled</td>
</tr>
</tbody>
</table>
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.