



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

SEPTEMBER 2019

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 (<u>www.naahq.org</u>).



NATIONAL APARTMENT ASSOCIATION

Connecting to 😞

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



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

🔔 Email	0
Password	0
Remember me	
Sign In	
Need help signing in?	

On the following page, you will have two options.

- 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.



Then click Create an Account.



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

	💄 Email	8
	Password	8
	Remember me	
	Sign In	
N	leed help signing in?	
R	Reset My Password	
C	Create an Account	
F	for Help, please contact NAA at 833-866-9622	



Create My Account

Please provide some information to create your account.

First Name	*required
Last Name	*required
Email	*required
Password	*required
	Password must contain one upper, small, #_@ and 8-16 digit.
Confirm Password	*required
	Create Account

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



Sign-In (You may need t password if this is your first t the Single Sign	ime login in with
L Email	9
Password	2
Remember me	
Sign In	
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.



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 Title S
My Registrations	Title S Phone
Affiliate Portal	Mobile
Click & Lease	Email
	Shipping Street
NAA Home	Shipping City Shipping State/Province
NAA Upcoming Events	Shipping Zip/Postal Code
	Shipping Country
	Member
	Componies
	Companies
	Summary of your current company affiliations.
	Primary Affiliation

You will be taken to the Personal Snapshot page, where you can edit your profile, complete additional personal information and enroll in programs. 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

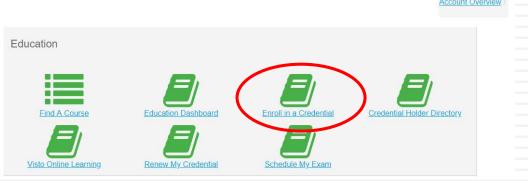
View your latest notifications and snapshots of your profile.

My Education Institute	
My Orders	
My Registrations	
Affiliate Portal	
Click & Lease	
NAA Home	
NAA Upcoming Events	

Company	
Summary of your current company	affiliations.
National ID	
Full Name	
Title	S
Phone	
Mobile	
Email	
Shipping Street	
Shipping City	
Shipping State/Province	
Shipping Zip/Postal Code	
Shipping Country	
Member	

Summary of your current company affiliations.

Your Education Overview





Primary Affiliation

Companies

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 in the classroom.

Profile Overview	
Name: Sara Belle	
Title: Property Manager	
Email: sara@pixiehollow.net	
Phone: 703-555-1234	
Cell phone:	
Address:	
ngratulations on your decision to distinguish yourself with an NAAEI designation! Earning a nationally recognized designation after your name signifies you ve made a meaningful commitment to professional excellence.	
	NATIONAL APARTMENT

ASSOCIATION

Enrollment Detail

* Fields in bold are required

I am taking the course with

- Select a local apartment association -

$\hfill\square$ 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.

	You will then be prompted
	to complete the following
\checkmark	form. All bolded fields are
	required. Choose the
~	appropriate course sponsor
	(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.



NEXT

Confirm Enrollment Information

Profile Overview	Once you complete the form,
Name: Amy Monaghan	you will see a summary
	page where you can confirm
Email: amymallen001@gmail.com Phone:	that your information is
Cell phone:	correct. To complete the
Address:	enrollment click Submit at

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

enroliment, click Submit at the bottom of the screen.



SUBMIT

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 en	nrolled in the CAMT program.				
Enroll in a new	program <u>here</u>				
Current Prog	rams				
Program	Enroll Date	Thru Date	Status		
CAMT	September 3, 2019	September 2, 2020	Enrolled	VIEW	
					NAT

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.



