



# **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 ([www.naahq.org](http://www.naahq.org)).



# Step 1: Create your NAA Account

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 

 Password 

☐ Remember me

Sign In

Need help signing in?

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.



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

Email 

Password 

☐ Remember me

[Sign In](#)

[Need help signing in?](#)

[Reset My Password](#)

[Create an Account](#)

For Help, please contact NAA at 833-866-9622

# Step 1: Create your NAA Account

## 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.

# Step 1: Create your NAA Account



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

 Email



 Password



☐ 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.



# Step 1: Create your NAA Account

## Personal Snapshot

View your latest notifications and snapshots of your profile.

My Profile	<b>Company</b> Summary of your current company affiliations.
Edit My Profile	
My Education Institute	<b>National ID</b>
My Orders	Full Name
My Registrations	Title
Affiliate Portal	Phone
Click & Lease	Mobile
NAA Home	Email
NAA Upcoming Events	Shipping Street
	Shipping City
	Shipping State/Province
	Shipping Zip/Postal Code
	Shipping Country
	Member
	<b>Companies</b> Summary of your current company affiliations.
	<b>Primary Affiliation</b>

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.



# Step 2: Complete the Enrollment

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 Profile

Edit My 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

Phone

Mobile

Email

Shipping Street

Shipping City

Shipping State/Province

Shipping Zip/Postal Code

Shipping Country

Member

### Companies

Summary of your current company affiliations.

Primary Affiliation

## Your Education Overview

[Account Overview](#)

### Education



[Find A Course](#)



[Visto Online Learning](#)



[Education Dashboard](#)



[Renew My Credential](#)



[Enroll in a Credential](#)



[Schedule My Exam](#)



[Credential Holder Directory](#)

# 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 in the classroom.

**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 or in the classroom?

- Select -

# Step 2: Complete the Enrollment

## Enrollment Detail

\* Fields in bold are required

**I am taking the course with**

- Select a local apartment association -



☐ **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.

NEXT

You will then be prompted to complete the following 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.



# Step 2: Complete the Enrollment

## Confirm Enrollment Information

### Profile Overview

Name: Amy Monaghan

Title:

Email: amymallen001@gmail.com

Phone:

Cell phone:

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**

BACK

SUBMIT

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.

# 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

Program	Enroll Date	Thru Date	Status	
CAMT	September 3, 2019	September 2, 2020	Enrolled	<a href="#">VIEW</a>

# 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.

