



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

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)

Remember me

Sign In

[Need help signing in?](#)

On the following page, you will have two options.

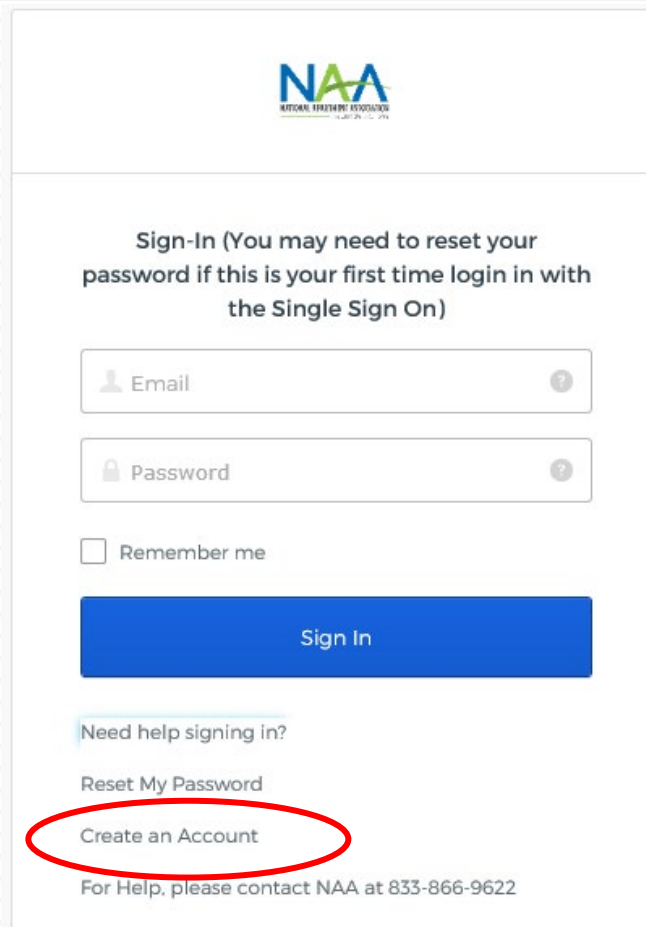
1. Sign into your existing account (with the ability to reset your password if you don't have it); or
2. Create a new account.

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.



The screenshot shows the NAA login interface. At the top is the NAA logo. Below it is the text: "Sign-In (You may need to reset your password if this is your first time login in with the Single Sign On)". There are two input fields: "Email" and "Password", each with a question mark icon. Below these is a "Remember me" checkbox. A blue "Sign In" button is positioned below the checkbox. At the bottom of the form, there are three links: "Need help signing in?", "Reset My Password", and "Create an Account". The "Create an Account" link is circled in red. At the very bottom of the form, it says "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	<input type="text"/> *required
Last Name	<input type="text"/> *required
Email	<input type="text"/> *required
Password	<input type="password"/> *required
	<p>Password must contain one upper, small, #_@ and 8-16 digit.</p>
Confirm Password	<input type="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)

A text input field for entering an email address. It contains the placeholder text 'Email' and a small question mark icon on the right side.A password input field. It contains the placeholder text 'Password' and a small question mark icon on the right side.

Remember me

A blue rectangular button with the text 'Sign In' in white, centered on the button.

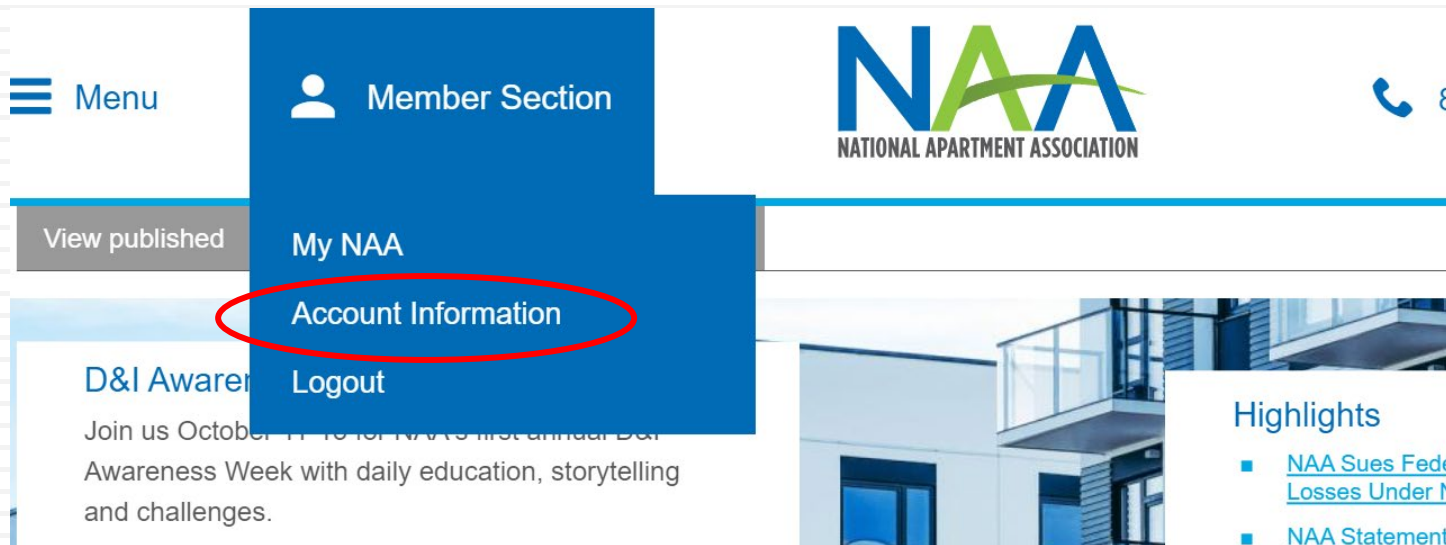
Need help signing in?

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

You will be taken back to the home page. Click Member Section and then Account Information.



The screenshot shows the NAA website interface. At the top left is a 'Menu' icon. In the center is the 'Member Section' dropdown menu, which is open and contains the following options: 'My NAA', 'Account Information' (circled in red), and 'Logout'. To the right of the Member Section is the NAA logo and a phone icon with the number '8'. Below the Member Section is a 'View published' button. On the left side, there is a section for 'D&I Awareness Week' with a brief description. On the right side, there is a 'Highlights' section with two links: 'NAA Sues Federal Government Over Losses Under NAA Statement' and 'NAA Statement'.

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.

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
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

Your Education Overview

[Account Overview](#) /

Education

 Find A Course	 Education Dashboard	 Enroll in a Credential	 Credential Holder Directory
 Visto Online Learning	 Renew My Credential	 Schedule My Exam	

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.

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. 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.



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	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.

