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New Website Introduction

Logging in for the first time and adding CEUs

There are two options to login to the website:

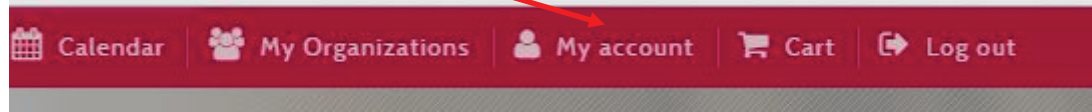
1. Click "Login" On the red bar at the top of any page, or
2. Login just below the picture on the right side of the Home page

The screenshot displays the NAAC website interface. At the top, a red navigation bar contains links for 'Calendar', 'Login', and 'Cart'. Below this, a grey navigation bar lists 'ABOUT US', 'CERTIFICATIONS', 'CONTINUING EDUCATION', 'NEWS', 'STORE', and 'CONTACT'. The main content area features a large banner with the text 'Excellence in Ambulance Compliance Education' and an 'ABOUT US' button. Below the banner, there are sections for 'Spotlight On' (featuring CAC Certified Ambulance Code), 'Trending' (with articles like '2016 Online Mandatory CEU Package is Now Available'), and a 'Login' form. The 'Login' form includes fields for 'Username' and 'Password', a 'Log in' button, and links for 'Register' and 'Forgot Password?'. A red arrow points from the 'Login' link in the top navigation bar to the 'Login' form. Another red arrow points from the 'Login' form to the 'Forgot Password?' link in the bottom navigation bar. The 'Forgot Password?' link is circled in red.

- No matter which option you choose, when logging into our new website for the first time, you will first need to click on “Forgot Password?” as we were unable to migrate the encrypted passwords from our previous website. Your username is the same as it was on the previous website. Enter your email address or Username. Click on “E-mail new password.” You will be emailed a link to reset your password.

The screenshot shows the top navigation bar with 'Calendar', 'Login', and 'Cart' icons. Below is the NAAC logo and a menu with 'ABOUT US', 'CERTIFICATIONS', 'CONTINUING EDUCATION', 'NEWS', 'STORE', and 'CONTACT'. The main heading is 'User account' with a link for 'Request new password'. A secondary navigation bar contains 'Create new account', 'Log in', and 'Request new password' (highlighted in red). Below this is a form with a text input for 'Username or e-mail address *' and a button labeled 'E-mail new password' (highlighted with a red arrow).

- Once you have logged in, you will land on the home page. Go to the tool bar at the top of the page and click “My account.”



- After you click my account you will be directed to your account page:

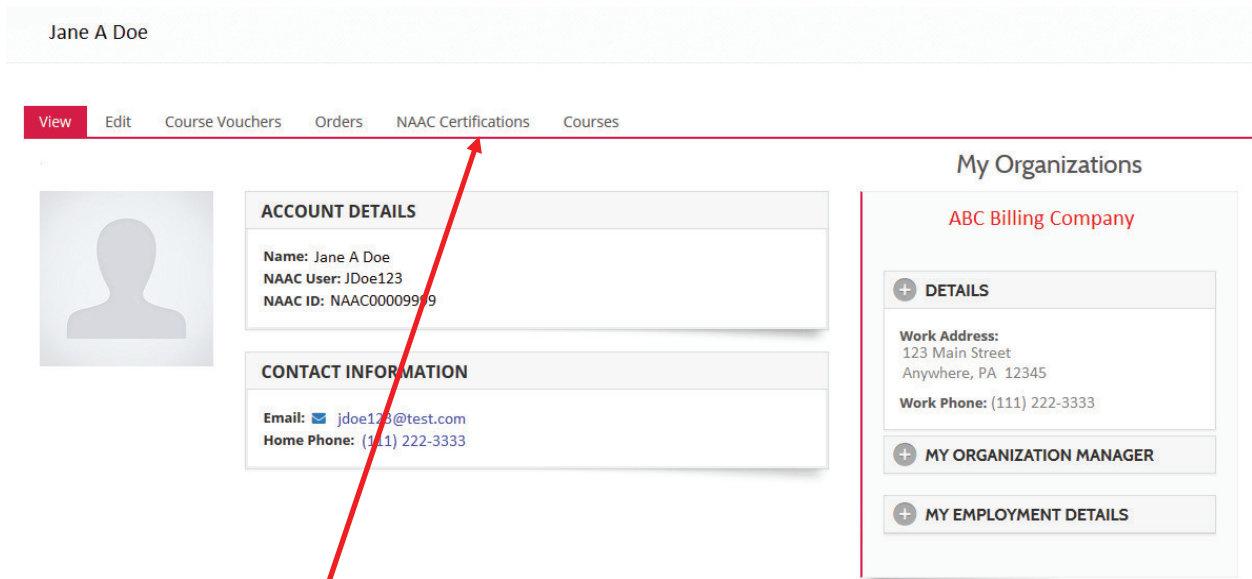
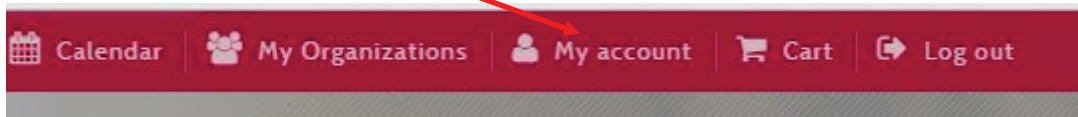
The screenshot shows the account page for 'Jane A Doe'. At the top, there is a navigation bar with 'View', 'Edit', 'Course Vouchers', 'Orders', 'NAAC Certifications', and 'Courses'. The main content area is divided into three sections:

- ACCOUNT DETAILS:** Name: Jane A Doe, NAAC User: JDoe123, NAAC ID: NAAC00009999.
- CONTACT INFORMATION:** Email: jdoe123@test.com, Home Phone: (111) 222-3333.
- My Organizations:** A section titled 'ABC Billing Company' with expandable options for 'DETAILS', 'MY ORGANIZATION MANAGER', and 'MY EMPLOYMENT DETAILS'. A red arrow points to the 'ABC Billing Company' header.

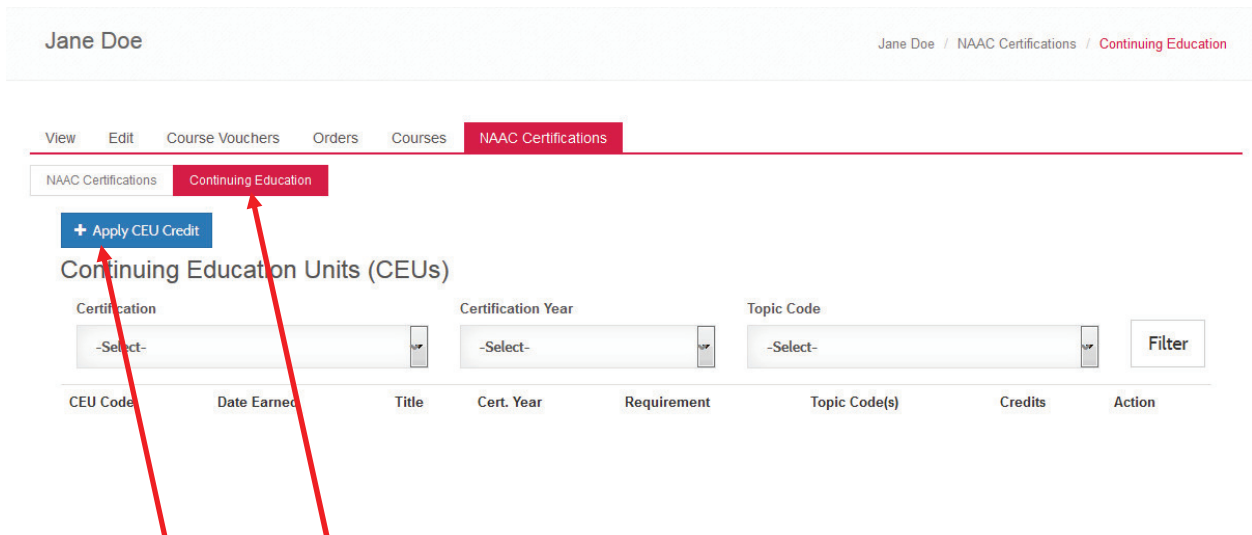
- If you are associated with an organization, your organization information will appear in the block under “My Organizations”. If you are not associated with an organization, this area will be blank.

Adding CEUs to your Account

- Click My Account and this will direct you to your Account View



- Click "NAAC Certifications"



- Click "Continuing Education"
- Click "Apply CEU Credit"

There are TWO options for entering CEUs

OPTION 1:

- Enter “CEU Code” (7 digits alpha-numeric)
 - Found on CEU Certificate (**NOTE: This is Case Sensitive**)
- Enter Date CEU was Earned:
 - This applies the CEU to the correct certification year

Receive Credit for Jane Doe I Have a COURSE ID! ✕

Enter CEU Code (case sensitive) *

Date CEU was Earned *

May ▾ 26 ▾ 2016 ▾

- Click “Apply”

OPTION 2:

- If you have a CEU Certificate with a Course ID, Vendor Code, etc., – click the “I Have a COURSE ID!” button

I Have a COURSE ID!

- You will need to enter the information in the fields shown on the CEU Certificate

Receive Credit for Jane Doe

I only have a CEU code!

This form is for CEUs issued prior to the launch of our new website.

Course ID *

Vendor Code *

Course Date *

May 26 2016

Date Course Completed *

May 26 2016

Topic Code *

- Select -

CEU Units *

Submit

- Click the “SUBMIT” button

CEUs entered will display on the page as shown below

Jane Doe Jane Doe / NAAC Certifications

View Edit Course Vouchers Orders **NAAC Certifications** Courses

My NAAC Certifications + Apply CEU Credit

Certification	Mandatory Credits	Total Credits	Expiration	Status	Action
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Continuing Education Units (CEUs)

Certification: Certification Year: Topic Code:

CEU Code	Date Earned	Title	Cert. Year	Requirement	Topic Code(s)	Credits	Action
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