NAAC

5010 E. Trindle Road | Suite 203 | Mechanicsburg | PA | 17050
Phone: 877-765-6222   Fax: 877-765-9329
www.AmbulanceCompliance.com

New Website Introduction
Logging in for the first time and adding CEUs
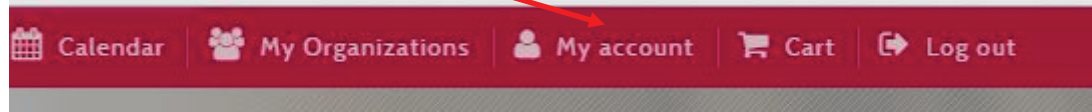
There are two options to login to the website:
1. Click "Login" On the red bar at the top of any page, or
2. Login just below the picture on the right side of the Home page

- 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.

- 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."

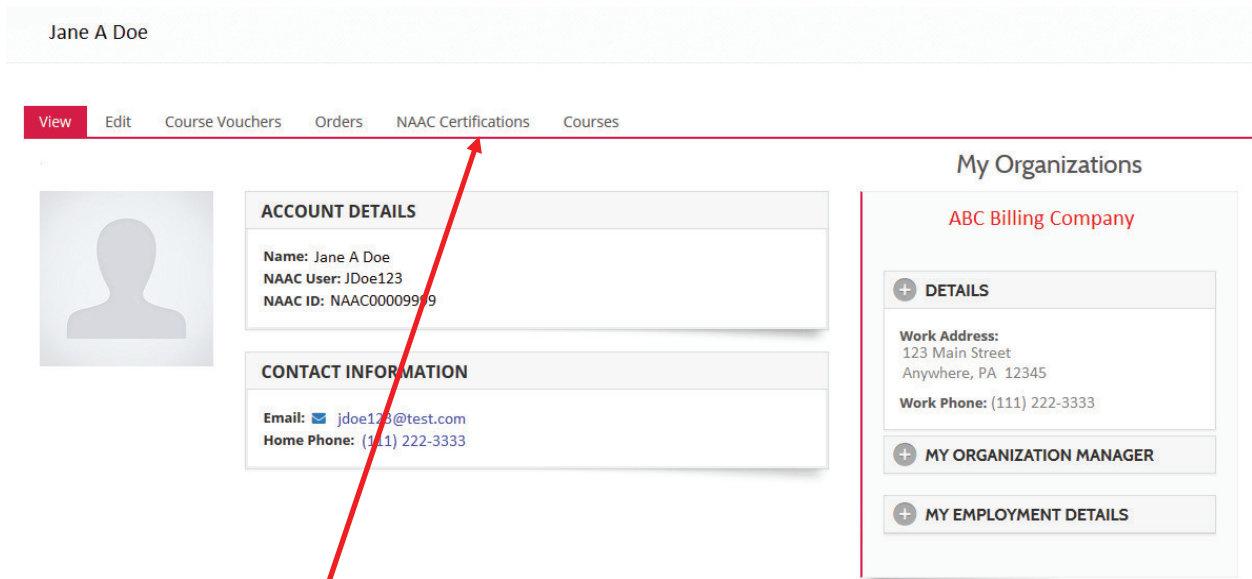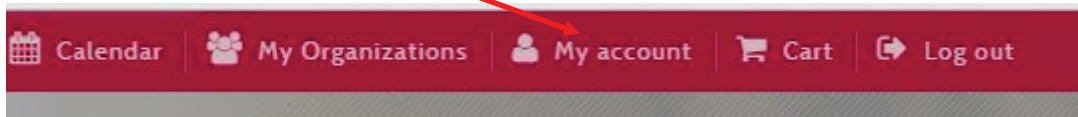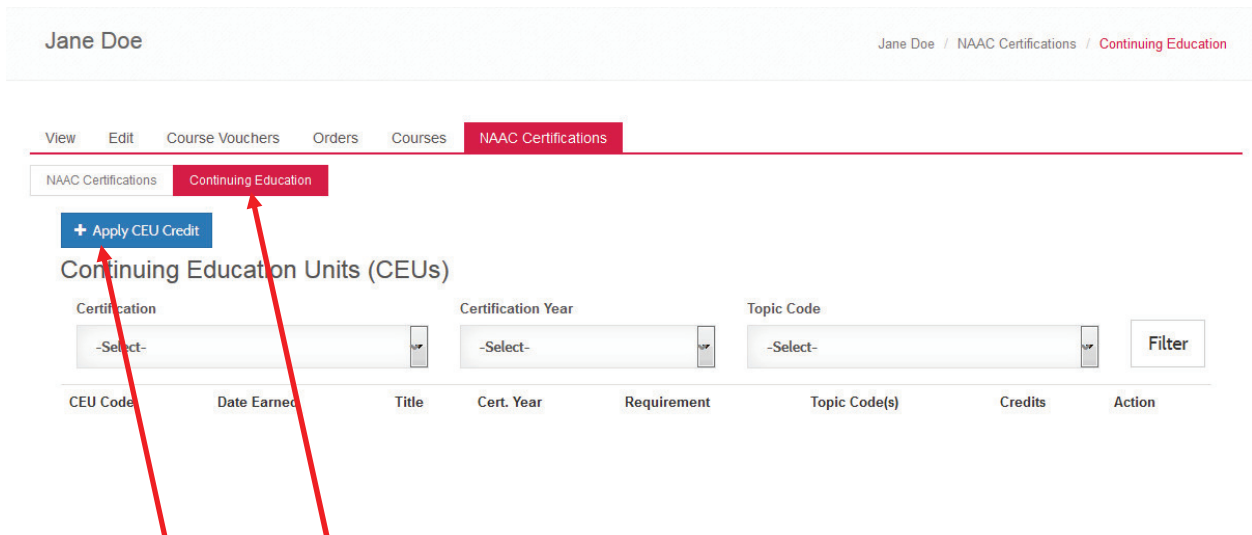- After you click my account you will be directed to your account page:

- 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

| Calendar | My Organizations | My account | Cart | Log out |

Jane A Doe

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

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

ABC Billing Company

⊕ **DETAILS**

Work Address:
123 Main Street
Anywhere, PA 12345

Work Phone: (111) 222-3333

⊕ **MY ORGANIZATION MANAGER**

⊕ **MY EMPLOYMENT DETAILS**

- Click "NAAC Certifications"

Jane Doe

Jane Doe / NAAC Certifications / Continuing Education

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

| NAAC Certifications | Continuing Education |

+ Apply CEU Credit

Continuing Education Units (CEUs)

Certification	Certification Year	Topic Code	
-Select-	-Select-	-Select-	Filter

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

- 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 ▼

Apply

- 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

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

- Click the "SUBMIT" button

CEUs entered will display on the page as shown below