



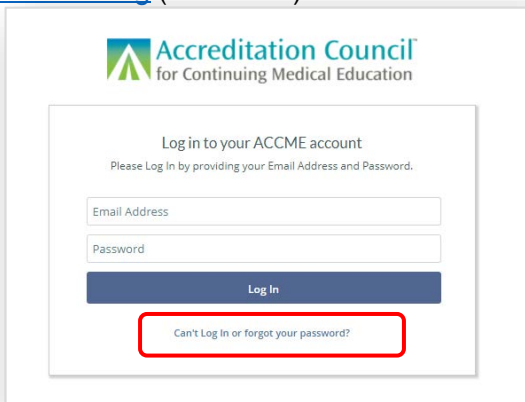
JOINT ACCREDITATION™
INTERPROFESSIONAL CONTINUING EDUCATION

Quick Start Guide For Jointly Accredited Providers

As of October 30, 2017, jointly accredited providers will have access to a single, online data repository for reporting all accredited continuing education (CE) activities that are planned and presented under your Joint Accreditation – including activities designed for a single profession and those are interprofessional. This Quick Start Guide will help you get started and allow you to access the new Joint Accreditation - Program and Activity Reporting System (JA-PARS).

Logging In

For the best user experience, we recommend using Chrome. To log in for the first time, you will need to set a new password by clicking on the **Can't log in or forgot your password?** link under the **Log in** button at pars.accme.org (see below).



The system will prompt you to enter your email address; enter the email address associated with your PARS account and click the **Submit** button. A “Reset Password” email will be forwarded to the address you provide. Follow the prompts in the email and set a new password for your account.

After you have set up your new password, return to the log in screen, enter your email address and new password, and then click the **Log In** button. You will be directed to the Provider Dashboard.

Provider Dashboard Overview

The screenshot below illustrates how you can access some of the key features of the online system

The screenshot shows the ACCME Provider Dashboard for 'AAA Test Organization'. The dashboard includes a navigation menu with 'HOME', 'PROFILE', and 'HISTORY'. A 'Program and Activity Data' link is also visible. Callout boxes provide instructions:

- PROFILE:** Click Profile to manage your organization's address, email and phone as well as contacts of your organization.
- HISTORY:** Clicking History allows you to view your accreditation decision history.
- Program and Activity Data:** Click here to access the Joint Accreditation - Program and Activity Reporting System (JA-PARS). This will open a new tab within your browser and allow you to enter program and activity data as well as learner completions (for MOC registered activities).
- User Profile:** To edit your Profile, click here and select Edit My Profile.

Questions?

We're here to help! Please contact us at info@accme.org if you have questions about using the system.
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