



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 that 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](http://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

### Questions?

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