

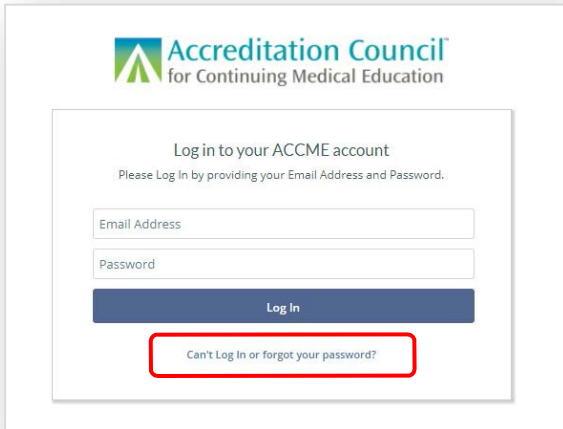
Navigating PARS

For ACCME Accredited Providers

This guide will help you navigate different features in PARS.

Logging In

For the best user experience, we recommend using Chrome. If you are a new user, you will have to set your password and return to the log in screen to enter the email address associated with your PARS account and the newly selected password.

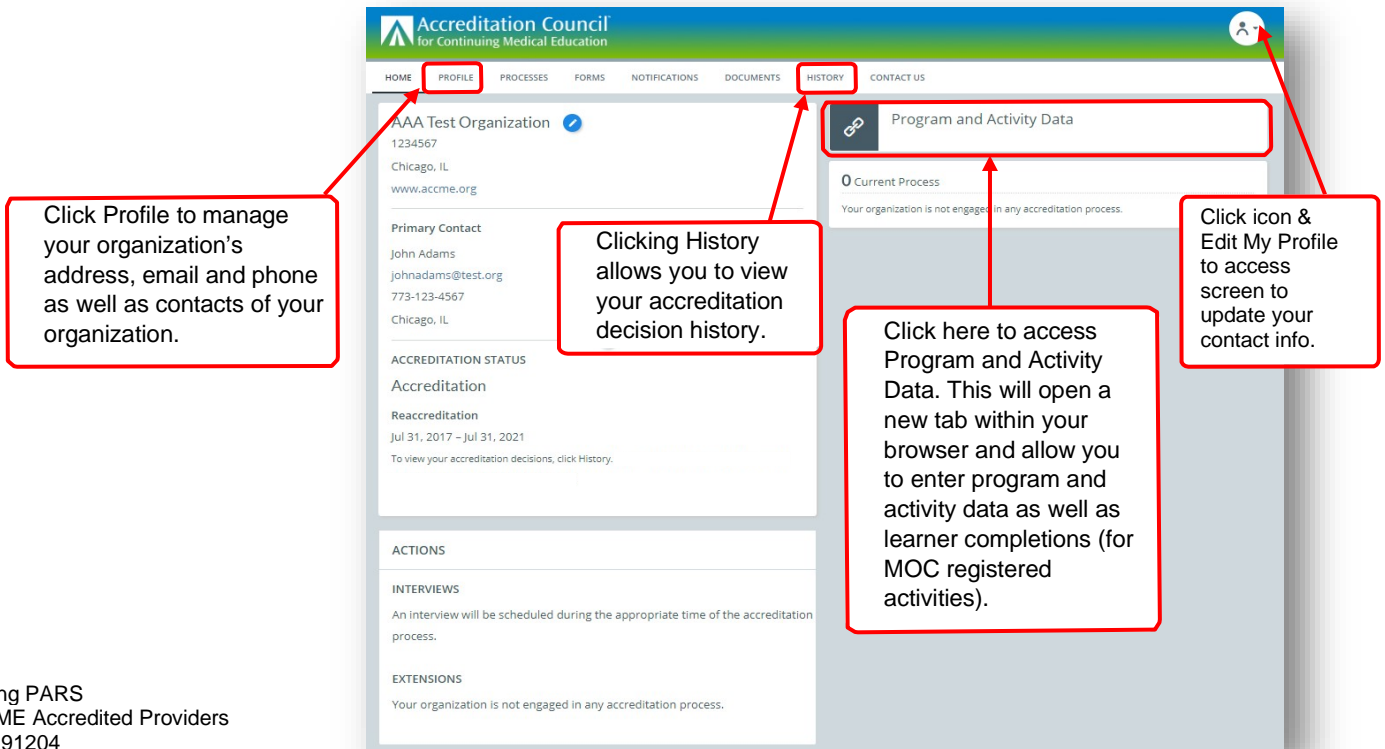


If you have trouble logging in to PARS, you may need to reset your password by clicking on the Can't log in or forgot your password? link under the Log in button. The system will prompt you to enter your email address; enter the email address associated with your PARS account and click the Submit button. 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.

Once you have successfully logged in the system, you will be directed to the Provider Dashboard.

Provider Dashboard Overview

The screenshot below illustrates how you access some of the key features of the online system. Tabs located at the top of the dashboard will allow you to complete tasks associated with the ACCME's requirements, including activity and learner reporting and the accreditation process as well as view your accreditation history, status, and contact information.



Click Profile to manage your organization's address, email and phone as well as contacts of your organization.

Clicking History allows you to view your accreditation decision history.

Click here to access Program and Activity Data. 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).

Click icon & Edit My Profile to access screen to update your contact info.