![Accreditation Council for Continuing Medical Education — learn well]

# Navigating PARS
*For ACCME Accredited Providers*

## 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. For first-time users, an email with the subject line "System Access Granted" will be forwarded to the address you provide.



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.
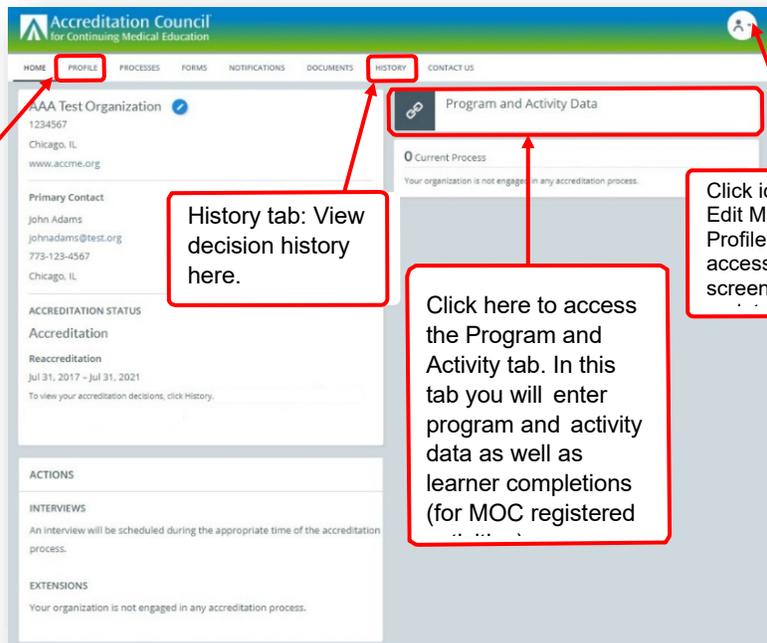


Profile: Manage your organization's demographic and contact information.

History tab: View decision history here.

Click here to access the Program and Activity tab. In this tab you will enter program and activity data as well as learner completions (for MOC registered activities).

Click icon & Edit My Profile to access screen to update.