Accreditation Council for Continuing Medical Education

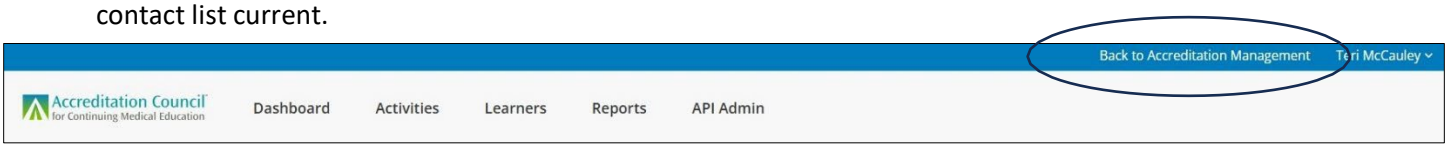
learn well

Managing Contacts in PARS

Use these instructions to add, update, replace, archive, or restore your organization's contacts. Stay current on your list of contacts to ensure only current, authorized users have access to PARS.

Logging In

- Log in to PARS at https://pars.accme.org.
- Select Back to Accreditation Management to open the accreditation management dashboard of PARS.
- Select the Contacts tab.
- Confirm that you are operating under the correct organization before making changes.
- Users should not share accounts. Archive contacts who no longer need access to keep your organization's contact list current.

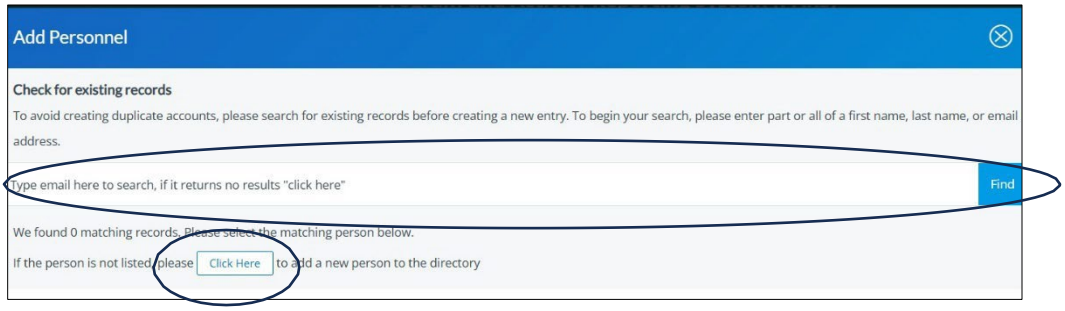


Add a New Contact

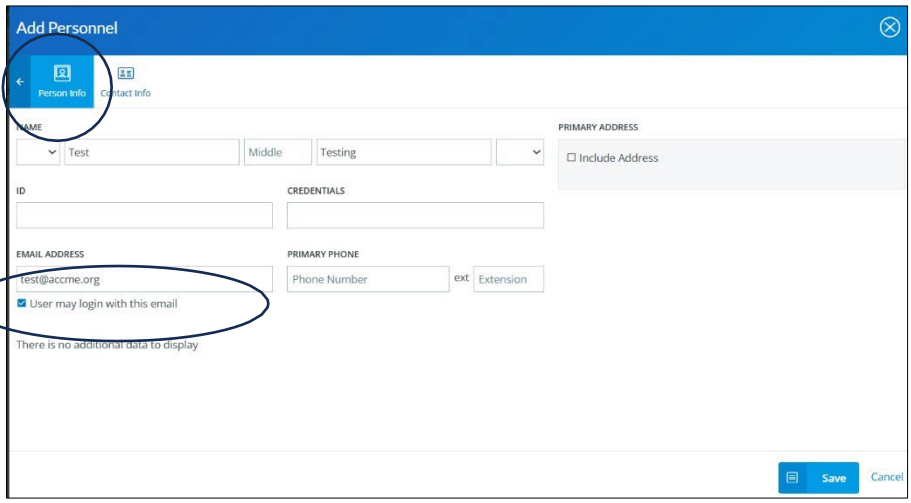
1. Select the blue circle icon on the right side of the Contacts page.



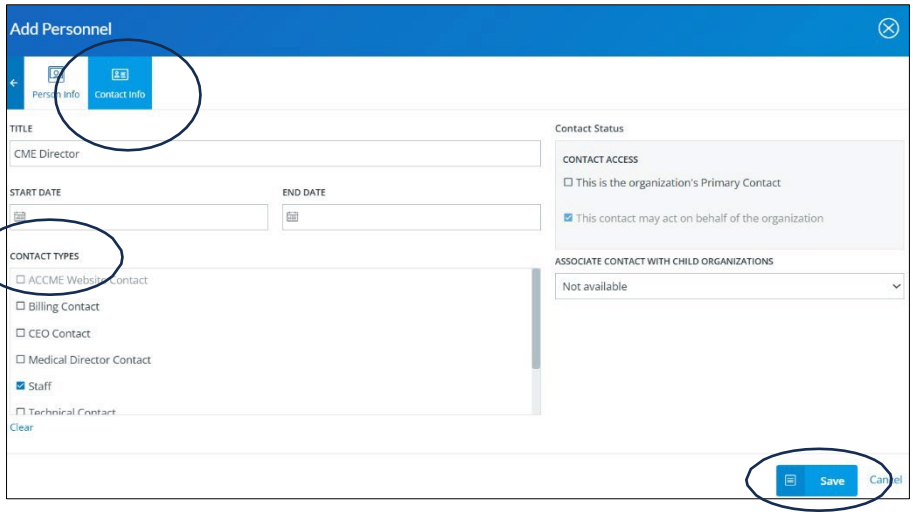
2. In the Add Personnel window, enter the person's email address and select Find. Always search for an existing record before creating a new one.
3. If the person appears in the search results, select the existing record. If the person does not appear, select Click Here to create a new record.



4. On the Person Info tab, enter the person's first and last name, prefix or suffix if applicable, credentials, primary phone number, mailing address, and email address.
5. Select User may log in with this email.

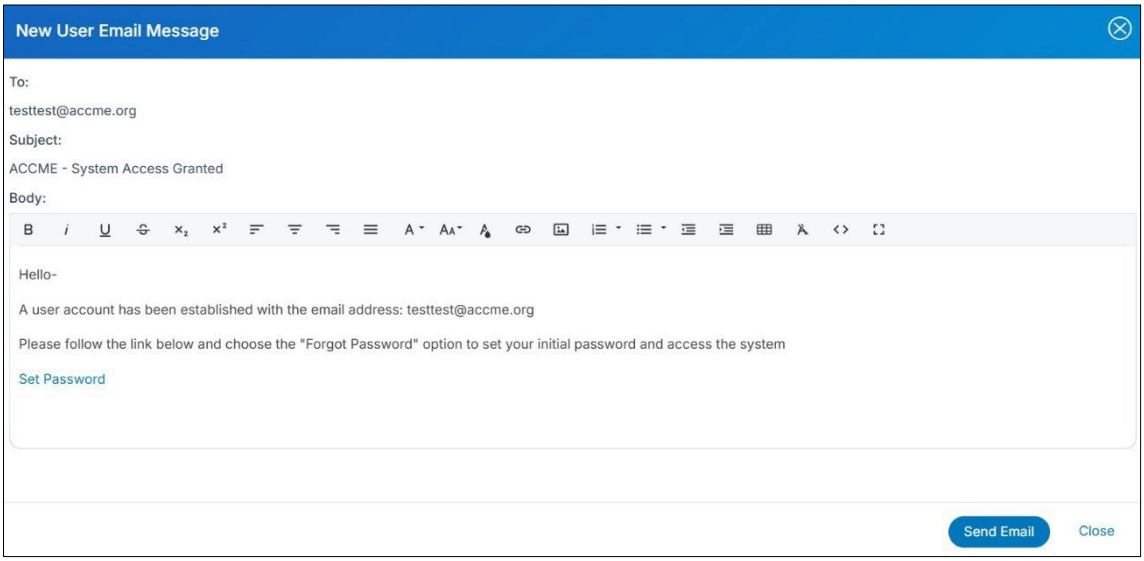


6. Before saving, select the Contact Info tab.



7. Enter the person's title and select all applicable contact types. At a minimum, select Staff.
8. If the person will serve as the Primary Contact, select Primary Contact. An organization can have only one Primary Contact.
9. Leave Start Date, End Date, and ID blank unless your accreditor instructs you to complete them.
10. Select Save.
11. When the New User Email Message window appears, select Send Email. The new contact will receive a System Access Granted message with instructions for setting a password.

Note: When possible, users should not share accounts. Keep your organization's contact list current. If the contact does not receive the password email or cannot complete the password setup, contact ACCME staff for assistance.



Restore a Contact Found in Search

If your email search finds an existing contact, do not create a new record. The contact may already be active or may have been archived.

- Return to the Contacts tab.
- Select the filter icon, choose Archived, and select Submit.
- Locate the contact in the archived list.
- Select the purple up-arrow icon to restore the contact.
- Open the restored contact and review the title, contact types, and other information. Update the record as needed.

NOTE: If the contact cannot log in, direct the person to https://pars.accme.org and have them select Forgot Password.

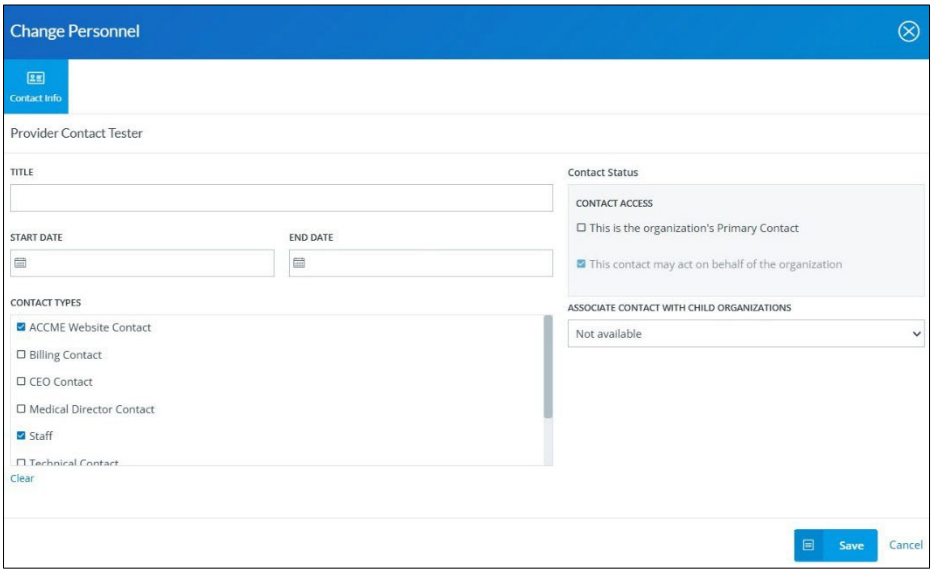


Edit Contact Information or Contact Types

On the Contacts tab, select the contact's name.

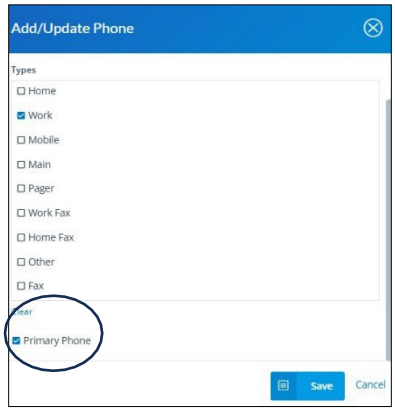
- Use the Change Personnel window to update the user's credentials, title, or contact type.
- Select all applicable contact types. Staff must remain selected, at a minimum, as an active organization contact.

- Select Save, then refresh the page and verify that the changes appear correctly.



NOTE: The system is designed for self-management. If the user needs to update their phone or mailing address, please ask them to login and click Edit My Profile. Each user should maintain a PRIMARY phone and mailing address. Ensure the Primary box is marked.



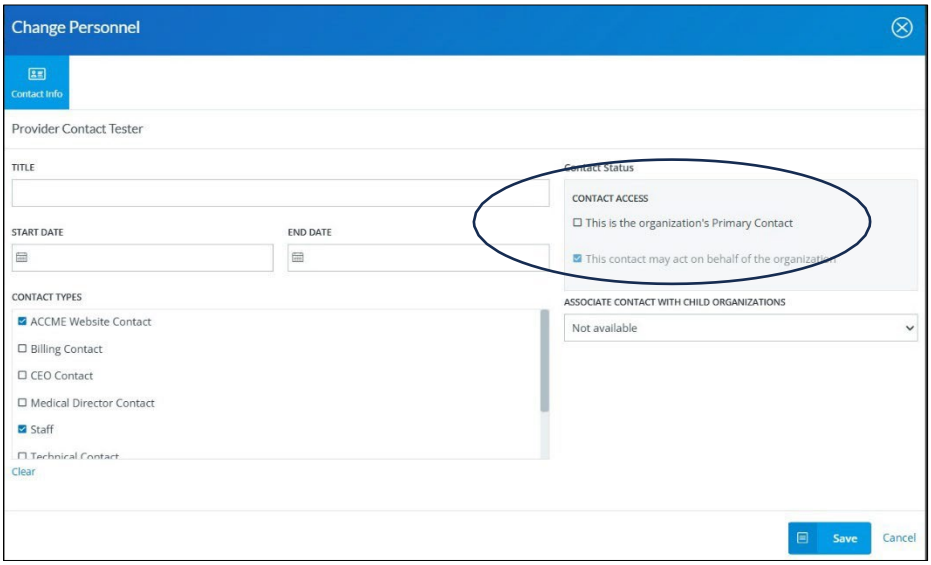


Change Primary Contact

Make sure the new Primary Contact already appears as an active contact. If not, add the person first.

- Select the new contact's name and select the Primary Contact option in the Change Personnel window.
- Confirm the change and select Save.
- Refresh the page and verify that the correct person is now identified as the Primary Contact.

- Do not archive the former Primary Contact until the new Primary Contact designation has been saved successfully.





Change a Contact's Login Email Address

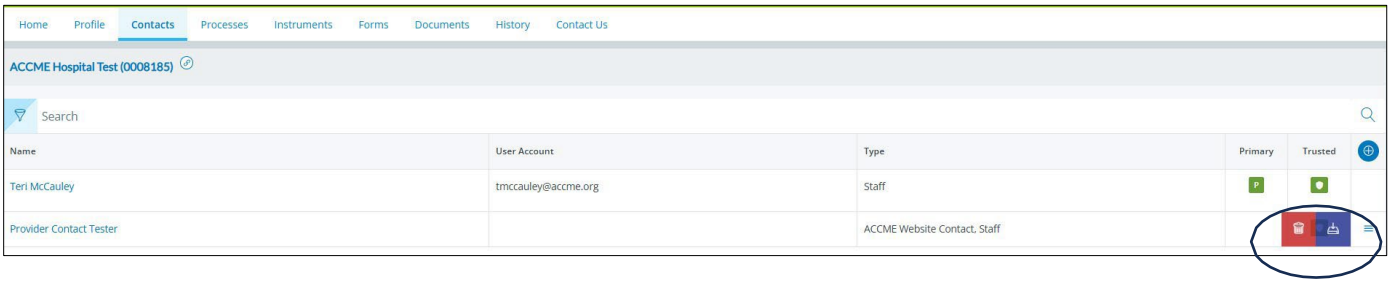
The login email address on an existing account should not be overwritten. Create a new account using the new email address, confirm that the person can log in, transfer the applicable contact types, and then archive the old contact record.

- Add the person as a new contact using the new email address.
- Assign the same applicable contact types and, if needed, designate the new record as Primary Contact.
- Have the person complete password setup and confirm successful access.
- Archive the old contact record after the new account is working.

Archive a Contact and Remove Access

On the Contacts tab, locate the contact.

- Select the three-line menu on the right side of the contact's row.
- Select the purple down-arrow icon to archive the record.
- Confirm that the contact appears when the list is filtered for Archived contacts.


Home
Profile
Contacts
Processes
Instruments
Forms
Documents
History
Contact Us
ACCME Hospital Test (0008185)
Search
Name
User Account
Type
Primary
Trusted
Teri McCauley
tmccauley@accme.org
Staff
Provider Contact Tester
ACCME Website Contact, Staff

Restore an Archived Contact

On the Contacts tab, select the filter icon.

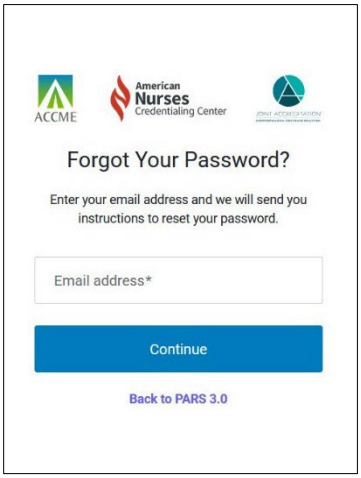
- Filter for Archived contacts and select Submit.
- Locate the contact and select the purple up-arrow icon.
- Review the contact's title and contact types, then save any needed changes.
- If the restored contact cannot log in, have the person use Reset Password at https://pars.accme.org.



Password Reset

If you need a new password

- Go to https://pars.accme.org
- Select Reset Password
- Enter your email address
- Select Continue
- Receive password reset email to your inbox



Final Review Checklist

The correct organization is displayed.

- Each active contact has a unique account and email address.
- At least one contact is designated as Primary Contact.
- All active contacts have accurate names, titles, phone numbers, mailing addresses, and contact types.
- Contacts who no longer need access are archived.
- New or restored users can log in successfully.

Need Help?

Contact your accreditor staff or email info@accme.org. Include your provider ID in the subject line and describe the action you were attempting, the email address associated with the account, and any error message received.