

## Enhanced PARS Quick Start Guide

For State Medical Society Accredited Providers

In the fall of 2017, ACCME implemented enhancements to its Program and Activity Reporting System (PARS) in response to requests from accredited providers, Recognized Accreditors, and the volunteers who support the accreditation process. This Quick Start Guide will help you get started using the enhanced features of PARS.

## Logging In

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

	COME
Please Log In by providing your	CCMIE account r Email Address and Passwo
mail Address	
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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

AAA Test Organization	Prog	ram and Activity Data	To edit your
4008158 Chicago, IL			Profile, click here and select Edit
Primary Contact John Adams Johnadams@test.org 773-123-4567 Chicago, IL	Clicking History allows you to view your accreditation decision history.	Click here to access Program and Activity Data. This will open a new tab	My Profile.
Accreditation Reaccreditation Jul 31, 2017 – Jul 31, 2021 To view your accreditation decisions, clic	Click Profile to manage your organization's address, email and phone as well as contacts of your organization.	within your browser and allow you to enter program and activity data as well as learner completions (for MOC registered activities).	

## **Questions?**

We're here to help! Please contact us at info@accme.org if you have questions about using PARS. 772\_20171026