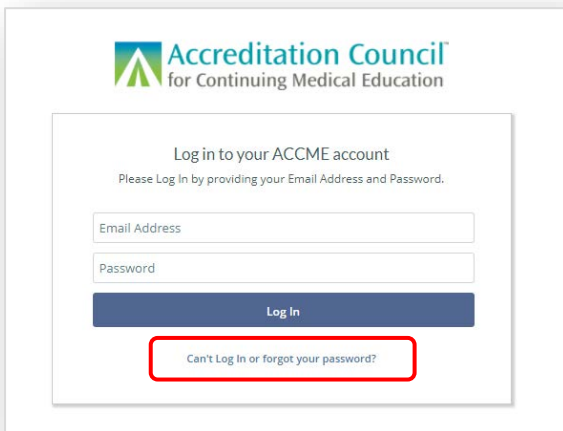


Enhanced PARS Quick Start Guide For ACCME Accredited Providers

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 in 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 **Can't log in or forgot your password?** link under the **Log in** button at 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

You will be directed to the Provider Dashboard. The tabs located at the top of the dashboard will allow you to complete tasks associated to the reaccreditation process. ACCME will provide more information and educational support about using these tabs when your organization begins the reaccreditation process.

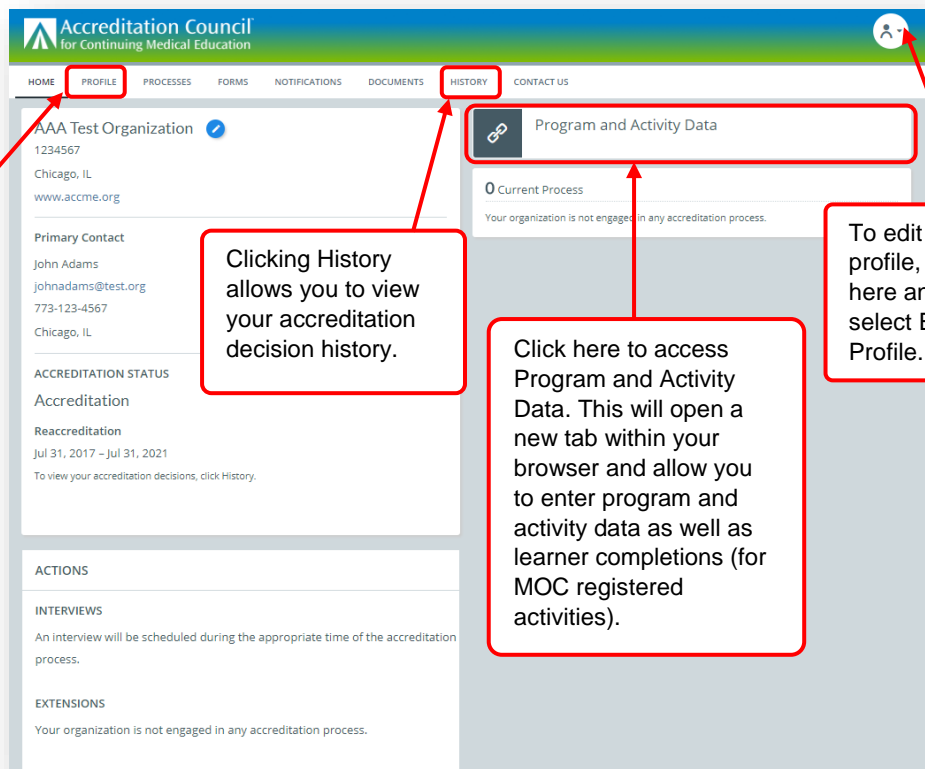
This screenshot illustrates how you can access some of the key features of the online system.

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).

To edit your profile, click here and select Edit My Profile.



Questions?

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