

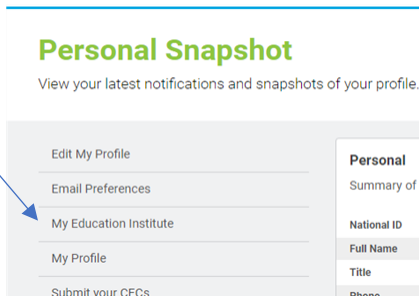
## Accessing e-books (in ViaTech and in PACE)

Students can access their course materials (e-books) via one of two methods:

1. In the PACE portal at <https://my.naahq.org>
2. Through the ViaTech site at <https://singlestorefront.com/NAA/Login.aspx>

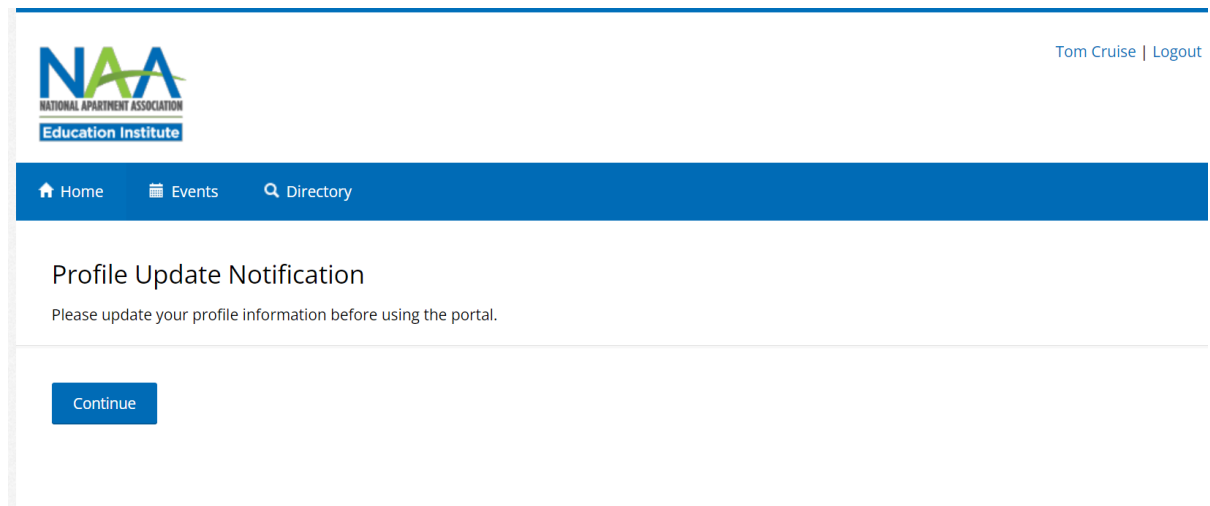
Each of these methods will be discussed below, in turn.

1. Log into your NAA account at <https://my.naahq.org>
2. Click on “My Education Institute.” This will land you on the PACE portal.



3. You will see your PACE welcome screen. First-time logins will be required to validate their profile information. The system will prompt you to update your profile before displaying the portal home screen. Click “Continue” to begin.

**Note: if you are not able to access your PACE account, return to the Personal Snapshot page and click “Edit My Profile.” Confirm that you have checked the “Check here for credential PACE access” box. You cannot access the portal unless this box is checked.**



4. Verify that your profile information is correct and click Update. If updates are needed, return to the NAA Profile page. If updates aren't needed, click "Continue."

The screenshot shows the NAA Profile Update page. At the top left is the NAA Education Institute logo. At the top right is the user name "Will Smith | Logout". Below the logo is a navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with a sub-note: "Please update your information as needed below. Email, shipping and billing address can be updated at My NAA Profile." The form is divided into two columns. The left column, titled "My Profile", contains a list of links: "Contact Information", "Shipping Address", "Billing Address", "Credential Directory Settings", and "NAAEI Faculty Directory Settings". The right column contains the following fields: "E-mail Address" (text input with "test@test2.com"), "Home (optional)" (country dropdown set to "United States" and a text input), "Business (optional)" (country dropdown set to "United States" and a text input with "1234567890"), and "Cell (optional)" (country dropdown set to "United States" and a text input). A blue "Update" button is at the bottom of the form.

5. After you've updated your profile, you'll see a confirmation message.

The screenshot shows the NAA Profile Update page after a successful update. At the top left is the NAA Education Institute logo. At the top right is the user name "Tom Smith | Logout". Below the logo is a navigation bar with "Home", "Events", and "Directory" links. The main heading is "Profile Update" with a sub-note: "Please update your information as needed below. Email, shipping and billing address can be updated at My NAA Profile." The left sidebar, titled "My Profile", contains a list of links: "Contact Information" and "Shipping Address". A green confirmation message box is displayed in the main content area, containing the text "Success! Update has been saved." A blue arrow points from the confirmation message to the "My Profile" sidebar.

6. Click on “Home” to view your portal home page.

NAA PACE  
NATIONAL APARTMENT ASSOCIATION  
Education Institute

Tom Smith | Logout

Home Events Directory

### Profile Update

Please update your information as needed below. Email, shipping and billing address can be updated at [My NAA Profile](#).

**My Profile**

- > Contact Information
- > Shipping Address

Success! Update has been saved.

7. The PACE portal home screen is displayed below.

NAA PACE  
NATIONAL APARTMENT ASSOCIATION  
Education Institute

Tom Smith | Logout

Home Events Directory

## Welcome to PACE!

The PACE portal is a one-stop shop for managing your credential applications, completions and renewals.

For more information about apartment industry credentials and their requirements, visit the [NAA website](#).

Visit the [Candidate Resources](#) page for exam prep information and instructions for how to schedule your exam.

For questions or customer support, contact [education@naahq.org](mailto:education@naahq.org).

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**Tom Smith**

test@gmail.test.com  
[My NAA Profile](#)

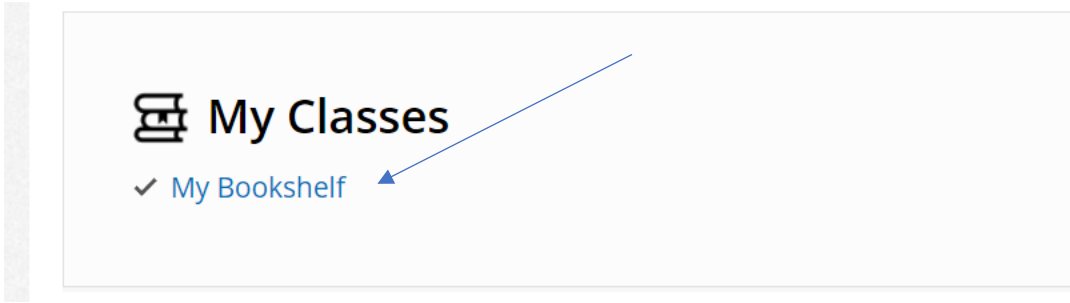
[Update your Profile](#)

Click or drop an image here to update your photo.

### Apply for New Credentials

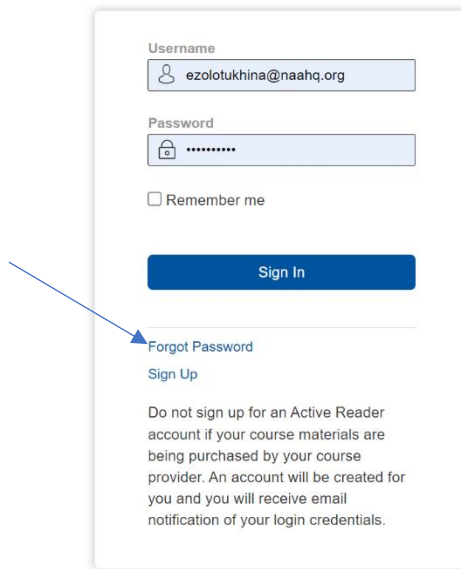
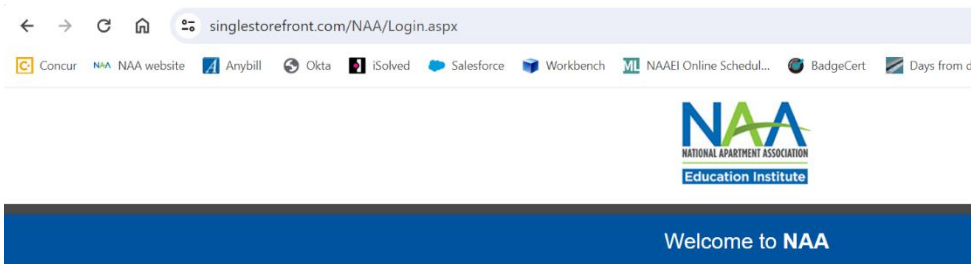
- + [Apply to become an NAAEI Instructor](#)
- + [Apply for CAS](#)
- + [Apply for CALP - Standard](#)
- + [Apply for CAMT](#)
- + [Apply for CAM](#)
- + [Apply for IROP](#)
- + [Apply for CAPS](#)

8. Scroll down to the tile called “My Classes” and click on “My Bookshelf.”

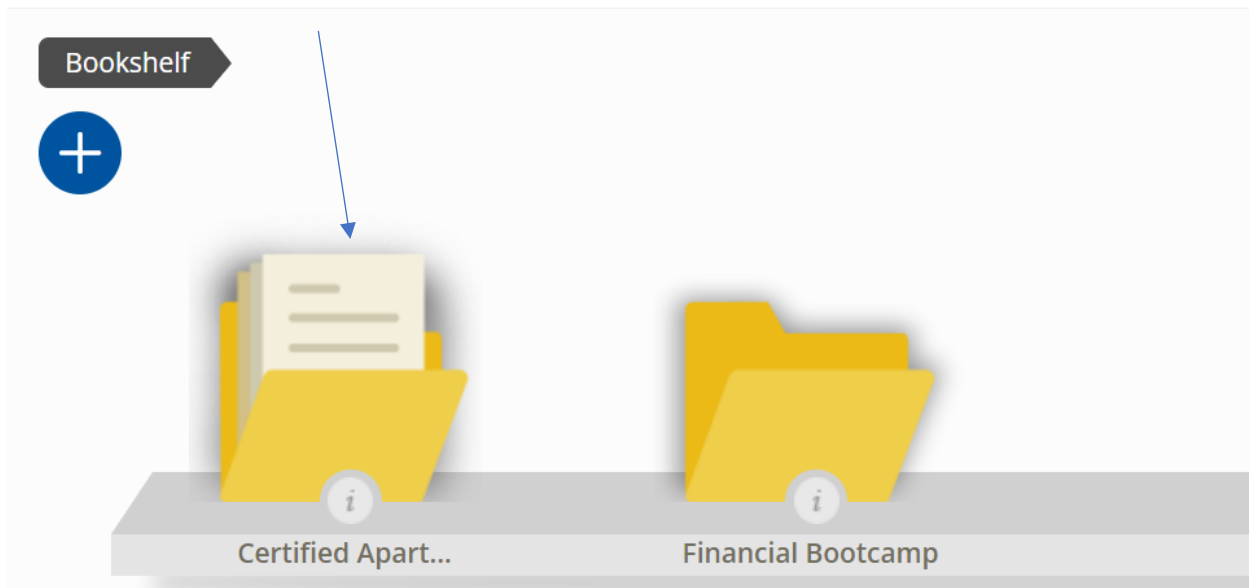
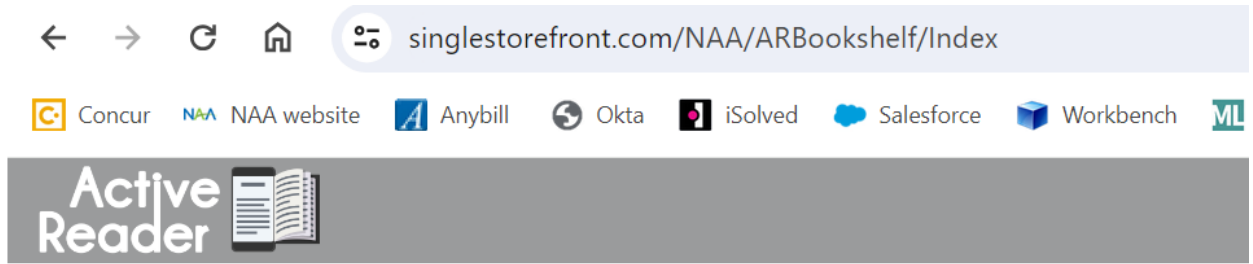


9. You’ll see the ViaTech login screen. Use the login credentials provided in your Course Materials email to log in and access your e-book. Your username is the email address which your education provider used to order your e-book. The default password is education1! The eBook site will require you to change your password the first time you log in.

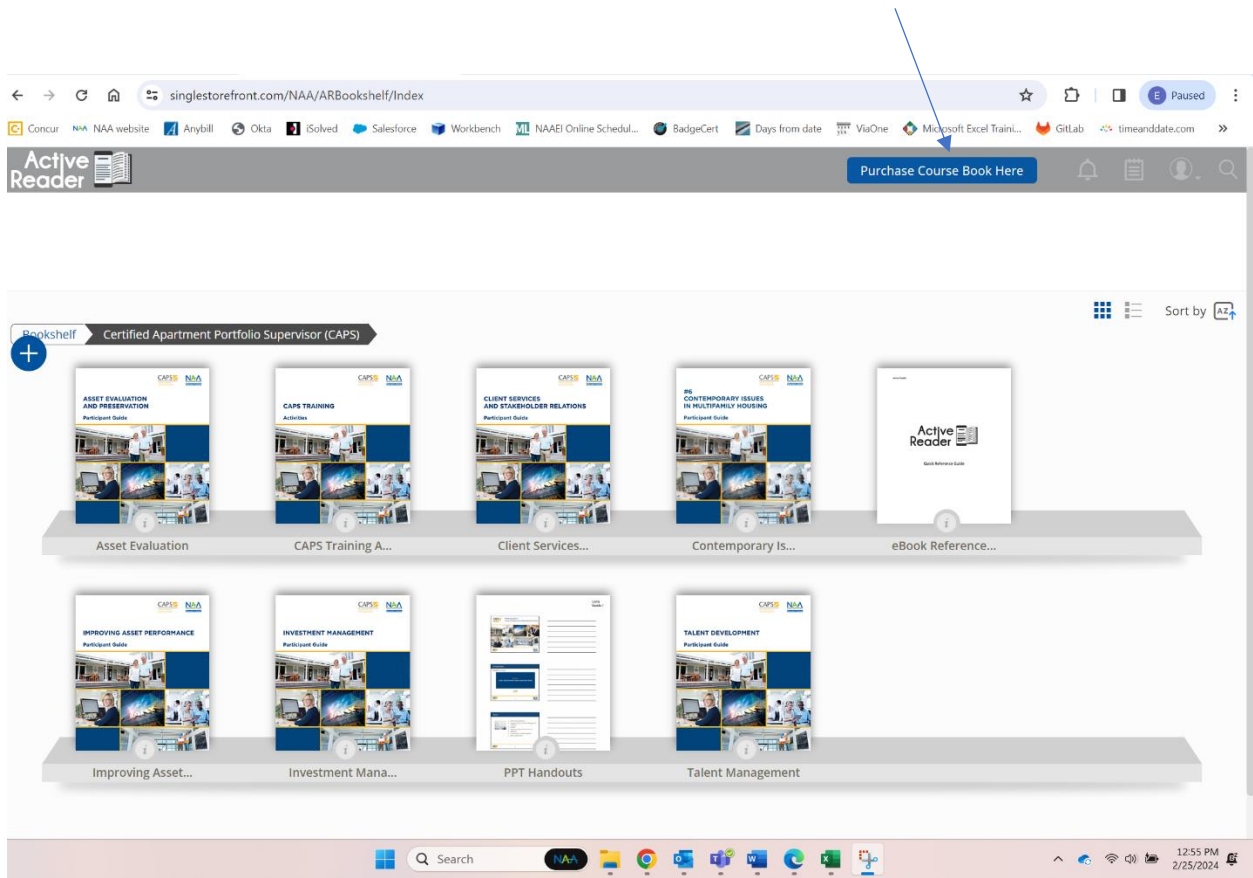
If needed, you can re-set your password using the “Forgot Password” button below. Please check the email account used to purchase your e-book for the password reset email, including spam, and use it to access your e-book.



10. After logging in, you'll see a folder containing your e-book. Click on the folder to access the contents of the e-book.



11. The contents of your e-book are below. You can also use the "Purchase Course Book Here" button at the top right to purchase a print copy of your e-book using a credit card.



12. To access your e-book directly (without logging into PACE) go here <https://singlestorefront.com/NAA/Login.aspx>, and follow steps 9-11 above.