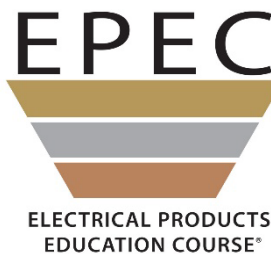


# EPEC REFERENCE GUIDE



**Username:** \_\_\_\_\_ **Password:** \_\_\_\_\_

NAED welcomes you to EPEC and is committed to providing support during your training.

This guide is just one of many resources available to you. You will learn how to log into the NAED Learning Center, access your training, find helpful resources, use the Forum, and more.

This guide is hyperlinked for your convenience, so let's get started.

**Select a topic by clicking one of the buttons below:**

**The NAED Learning Center**



**Capstone Project and Program Completion**



**Program Versions and Process**



**Helpful Resources**



**The Introduction Module**



**The Academic Integrity Policy**



**Online Modules and Workbooks**



**Forgotten Password and Additional Assistance**



**The Final Exam**



**Your Member Profile**



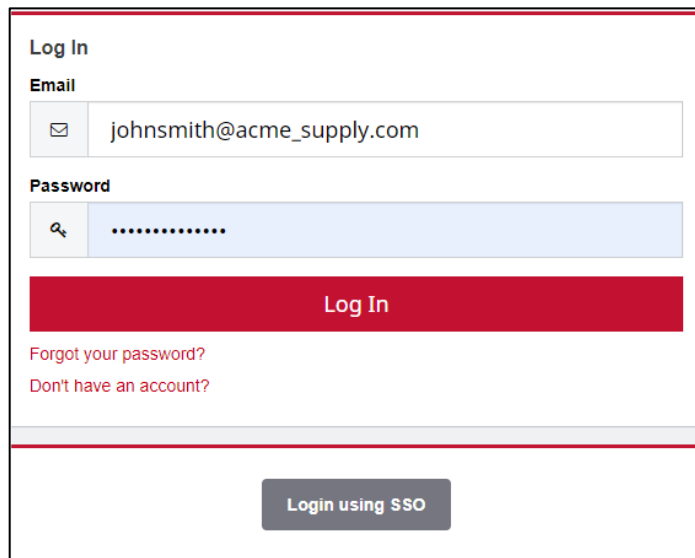
**The Program Evaluation Survey**



# The NAED Learning Center

## Log In to the Learning Center

1. When your NAED Learning Center account is created, your login credentials will be emailed to you.  
*NOTE: Your credentials will typically be your work email address and a system-generated password which you can change later.*
2. Click the provided link in the email or go to <https://members.naed.org/ologin>  
*NOTE: If available, we recommend using Chrome or Firefox as your browser for the best experience.*
3. Enter your login credentials and click **Log In**. Then click 'Learning Center' in the top bar  
*NOTE: If your company is an NAED SSO Partner, just click the Login using SSO button at the bottom of the page.*

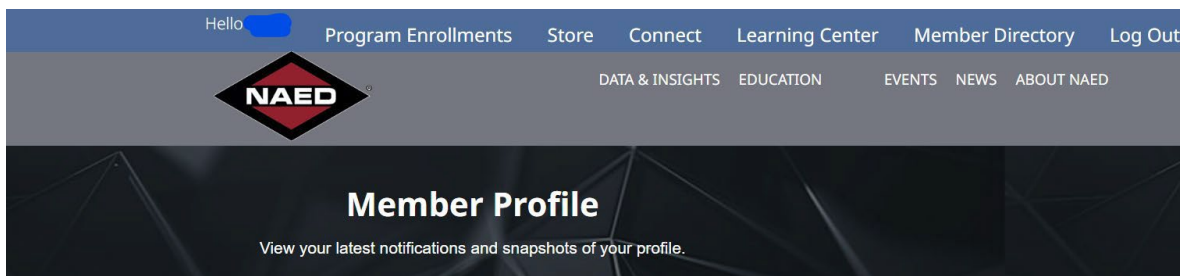


The screenshot shows a login form titled "Log In". It has two input fields: "Email" with the value "johnsmith@acme\_supply.com" and "Password" with masked characters. Below the fields is a red "Log In" button. Underneath the button are two links: "Forgot your password?" and "Don't have an account?". At the bottom of the form is a grey button labeled "Login using SSO".

Once signed in, you will be redirected to your "Dashboard" page on the NAED Learning Center. All assigned training may be accessed from this page.

*NOTE: If you would like to learn how to change your password, click this "Forgot your password?" button.*

**FORGOT YOUR PASSWORD?**



Once signed in, you will be on your "Dashboard" page on the NAED Learning Center. All assigned training may be accessed from this page.

# The NAED Learning Center (cont.)

## Your Learning Center Dashboard

Dashboard / NAED

QUICK LINKS

NAED  
Job Aid: How to search for a course  
Job Aid: How to launch a course  
Job Aid: How to access assigned and completed training  
tED Magazine  
Contact Us

WELCOME TO THE NATIONAL ASSOCIATION OF ELECTRICAL DISTRIBUTORS LEARNING PORTAL!

Search the entire NAED catalog for educational opportunities including in-person or online training programs for all roles within your business. Each program is designed to enhance your skills and knowledge to ensure you are fully prepared to serve your customers.

FEATURED COURSES

This Month's  
2026  
Free Course!

Distributor Internship for Manufacturers  
Industry

Introduction to Electrical Distribution  
Industry

EARN RECOGNITION FOR YOUR KNOWLEDGE

Now Enrolling for our 2026 Class!

EMPOWER YOUR FUTURE  
Join us for a year of growth.

CALENDAR

May 2026

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 1 Quick links:** Provide access to our websites, Learning Center training, Contact Us information, Live Chat.
- 2 Browse Our Catalog:** Lists all available NAED, manufacturer, and third-party courses. You can use the search bar to look for a specific course and can filter by Learning Type, Category, and Manufacturer Training.
- 3 My Learning:** Click My Learning to see your current Courses and Programs as well as a list of your Completed Training. You can
- 4 Current Learning:** Provides quick access to your current enrolled courses.

# Program Versions and Process

## Which version of EPEC do you prefer?

*In the EPEC 2023 NEC/2021 CE edition, we are offering multiple ways to receive your EPEC content. You may view content online on the Learning Center, read the content in PDF eBook form, or read printed content modules.*

### Paperless Version:

In this version of EPEC, the online course modules and workbooks are provided on the NAED Learning Center (NLC) site. You will also be provided with PDF (eBook) copies of the content modules that you can save for future reference. You will complete all EPEC exercises online in the NLC (no more electronic PDF workbooks.) You will then submit your completed workbooks to NAED for review online.

EPEC  
training is  
now tablet  
friendly!

### Printed Content & Online Version:

With this option, you will receive everything included in the paperless version as well as printed copies of the content modules (which are also available as PDF eBooks on the Learning Center).

Workbook  
content now  
in the  
NLC!

---

## The EPEC Process

Here are the steps you will follow as you work through the EPEC program:

1. You are assigned the appropriate EPEC program on the Learning Center.
2. You will complete the *EPEC Introduction* module and explore your EPEC resources.
3. You will then begin the first online module or read the eBook or printed module.
4. As you finish each chapter, you will complete the exercises in the online workbook.
5. When complete, you will submit your workbook to NAED for review in the NLC.  
*NOTE: You can use the Feedback link within any online module to email us with your questions or comments.*
6. Your received module workbook is then assigned to an EPEC Reviewer to be evaluated.
7. The Reviewer evaluates your workbook and either returns the workbook to you for revision or marks it Complete:  
*NOTE: You will receive a notification in the NLC with the status when it is returned.*
  - If your workbook is marked Complete, your work was acceptable so you can continue.
  - If your workbook is Returned to Student, you will need to review the comments from your Reviewer, revise your workbook as needed, and then resubmit for another review.
8. Once all your module workbooks have been reviewed and marked completed, you will launch the *Final Exam*.

[Click Here for more info about EPEC resources.](#)



# Program Versions and Process

9. Once you have passed the exam, you will complete the *Program Evaluation* survey.  
*NOTE: Please be honest and detailed with your feedback, so we can improve the EPEC program.*
10. After you have passed your final exam and completed the evaluation, you will complete your *Capstone Project* workbook online and submit it in the NLC for evaluation by a Reviewer.
11. As soon as your Capstone Project is reviewed as acceptable, you are officially an EPEC graduate.

# Online Modules and Workbooks

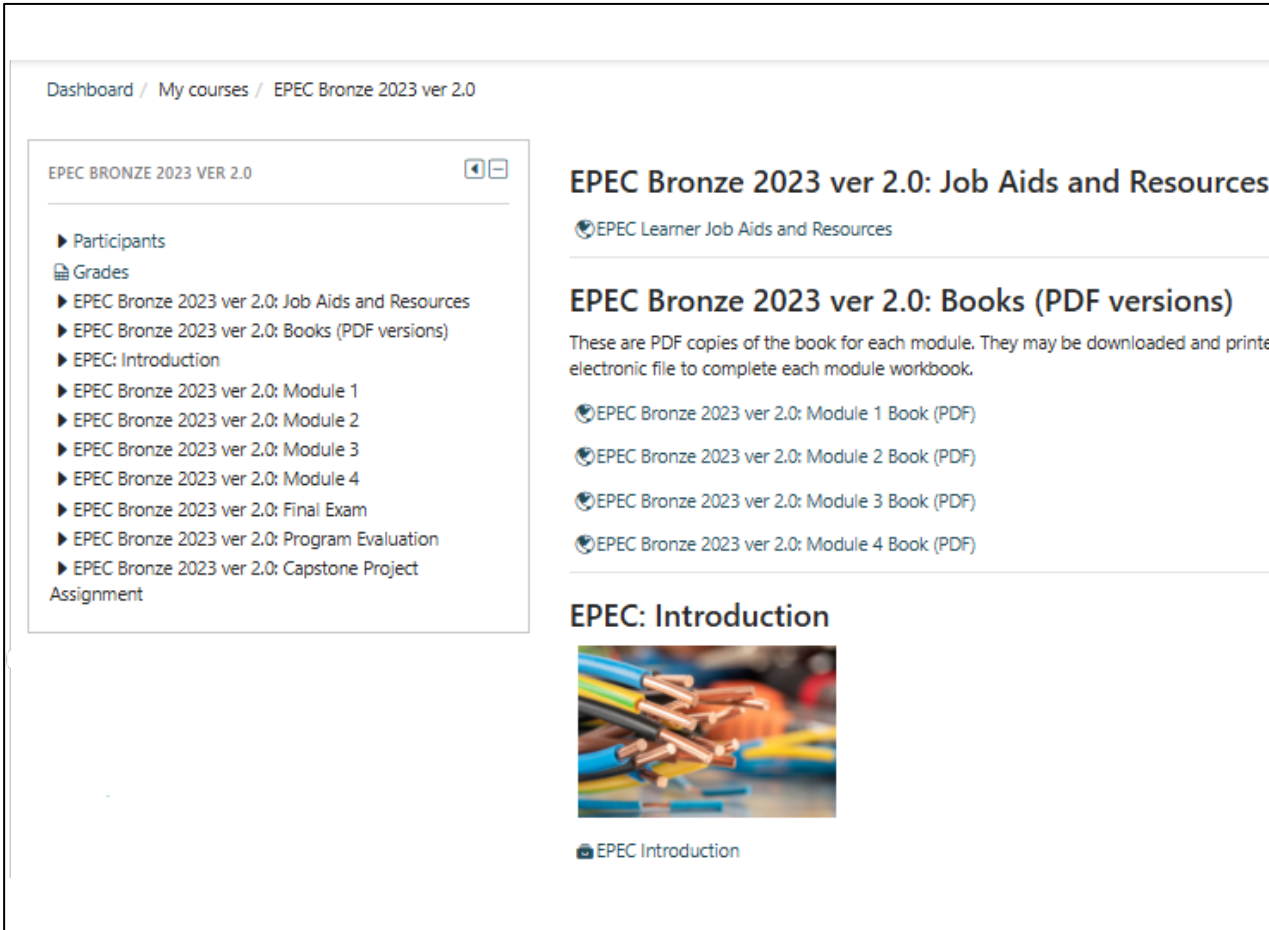
Before beginning the EPEC Bronze level, you will need to complete the EPEC Introduction module. This is a required module that provides a walk-through of the program, explaining the processes, expectations, training materials, and other resources you will need to successfully complete EPEC.

## Accessing the EPEC Introduction Module

1. [Login](#) to the NAED Learning Center.
2. Select **My Learning** on the top.
3. Select the **EPEC Bronze 2023 ver 2.0** program and click the **Launch Course** button.
4. Click the **EPEC Introduction** link and then the **Enter** button to launch the module.

*NOTE: Once you begin a module, it shows your Progress on the My Learning Courses and Programs tabs.*

*Once you complete the module, it will display on the My Learning Completed Training tab.*



Dashboard / My courses / EPEC Bronze 2023 ver 2.0

EPEC BRONZE 2023 VER 2.0

- ▶ Participants
- ▣ Grades
  - ▶ EPEC Bronze 2023 ver 2.0: Job Aids and Resources
  - ▶ EPEC Bronze 2023 ver 2.0: Books (PDF versions)
  - ▶ EPEC: Introduction
  - ▶ EPEC Bronze 2023 ver 2.0: Module 1
  - ▶ EPEC Bronze 2023 ver 2.0: Module 2
  - ▶ EPEC Bronze 2023 ver 2.0: Module 3
  - ▶ EPEC Bronze 2023 ver 2.0: Module 4
  - ▶ EPEC Bronze 2023 ver 2.0: Final Exam
  - ▶ EPEC Bronze 2023 ver 2.0: Program Evaluation
  - ▶ EPEC Bronze 2023 ver 2.0: Capstone Project Assignment

### EPEC Bronze 2023 ver 2.0: Job Aids and Resources


📄 EPEC Learner Job Aids and Resources

### EPEC Bronze 2023 ver 2.0: Books (PDF versions)

These are PDF copies of the book for each module. They may be downloaded and printed as an electronic file to complete each module workbook.

- 📄 EPEC Bronze 2023 ver 2.0: Module 1 Book (PDF)
- 📄 EPEC Bronze 2023 ver 2.0: Module 2 Book (PDF)
- 📄 EPEC Bronze 2023 ver 2.0: Module 3 Book (PDF)
- 📄 EPEC Bronze 2023 ver 2.0: Module 4 Book (PDF)

### EPEC: Introduction



📄 EPEC Introduction

# Online Modules and Workbooks

*You will launch the remaining EPEC modules from the Learning Plan page just as you did the Introduction module. You will locate the module and click the title link to launch the online course.*


## EPEC Online Module & Workbook Exercises



Once you have launched an EPEC program, you can view the content by opening the module files and navigating through the pages as instructed. Click the **EPEC Bronze 2023 ver 2.0: Module 1** link to view the content online.

You can open the associated Workbook and Plans & Specifications PDFs to complete the module exercises. To do this, follow these steps:

1. Click the **EPEC Bronze 2023 ver 2.0: Module Workbook** link under the Module. The workbook will open in your Browser. You can open the workbook in another tab to work on it while you review the Module content if desired.
  - **Workbook:** This online assignment contains the module questions and exercises you will complete for evaluation. It will save your progress as you complete it so you can pick up where you left off if you don't finish in one session.
2. Click the **EPEC Bronze 2023 ver 2.0: Module Plans & Specifications** link under the Workbook. The file will open in a new tab in Acrobat in your browser. Click the Download icon and download the file to your computer to view with *Adobe Acrobat Reader*.
  - **Plans & Specifications PDF:** This electronic document includes the plans, specifications, and drawings you will need to complete the module workbook exercises.

### EPEC Bronze 2023 ver 2.0: Module 1




-  EPEC Bronze 2023 ver 2.0: Module 1
-  EPEC Bronze 2023 ver 2.0: Module 1 Online Workbook Assignment

You may open the online module workbook and complete it as you work through the module. Refer to the Learner Workbook User Guide [<link>](#) for help with the workbook.

When you have completed the entire workbook, click the 'Finish attempt' link in the Quiz Navigation box; then, after ensuring you have answered all questions, scroll to the bottom of the page and click 'Submit all and finish.'

EPEC Reviewers will then review and evaluate your workbook. If deemed acceptable, this module assignment will be marked "Completed" on your online transcript. Your Reviewer may return the workbook to you and request you make modifications then resubmit for another review before it is marked Complete. Check your notifications (the bell icon next to your name at the top of the NLC page) to see the current status of your workbook.

-  EPEC Bronze 2023 ver 2.0: Module 1 Plans & Specs

# Online Modules and Workbooks

At the top of the EPEC program page, above the Introduction module, there is a link to 'EPEC Learner Job Aids and Resources' in the Learner Job Aids section that can help you successfully complete your EPEC modules:

## EPEC Resources

1. EPEC Learner Quick Start Guide (**Guide**)
2. EPEC Learner Workbook User Guide (**Guide**)
3. EPEC Cut Package Guidelines (**Guide**)
4. EPEC Shorts Video Playlist (**Video**)
5. EPEC Academic Integrity Policy (**Resource**)
6. The Electric-Find website (**Guide**)
7. The Lightsearch website (**Guide**)
8. The Electrical and Electronic Symbols website (**Guide**)

**EPEC PDF Books:** These electronic PDFs contain the same information as the online modules if you prefer to read the content on your computer or tablet.

## EPEC Bronze 2023 ver 2.0: Books (PDF versions)

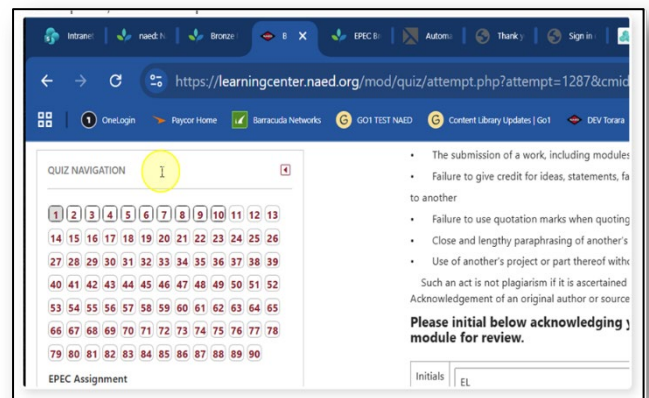
These are PDF copies of the book for each module. They may be downloaded and printed for use in place of, or along with, the electronic file to complete each module workbook.

-  EPEC Bronze 2023 ver 2.0: Module 1 Book (PDF)
-  EPEC Bronze 2023 ver 2.0: Module 2 Book (PDF)
-  EPEC Bronze 2023 ver 2.0: Module 3 Book (PDF)
-  EPEC Bronze 2023 ver 2.0: Module 4 Book (PDF)

# Online Modules and Workbooks (cont.)

Follow these steps to complete and submit your EPEC module workbooks. For a complete, step-by-step guide, see the Online EPEC Workbook User Guide in the Job Aids section of the NLC: [http://www.naed.org/NLC Learner SBS](http://www.naed.org/NLC_Learner_SBS)

1. Download the Module Plans & Specs PDFs from the link and save these files on your computer.
2. Click the workbook link for the module you are completing, and the workbook should open in your internet browser. Click 'Attempt quiz now' to begin.
3. For each question, select the appropriate answer(s) or type your response in the white space provided below the question.
4. 5. You can scroll through the questions on the right side to complete them, or you can refer to the "QUIZ NAVIGATION" section (top left).
5. Answer all the questions and complete all the exercises in the workbook.



Some of the workbook questions and exercises will require you to attach drawings, catalog cut sheets, and a bill of materials. Each of these documents will need to be saved as PDF files on your computer with an appropriate file name based on the product or exercise they are referencing. For cut sheets, make sure they are also labeled accurately in the upper right-hand corner on the document. When a question or exercise requires a cut sheet or drawing, you will see a box with a file icon.

There are 2 ways to attach a file to the workbook:


1. Drag and drop your file where indicated.
2. Click the 'Add file' icon, select the file from your computer, click 'Open,' then click 'Upload this file.'

**Question 66**  
Not yet answered  
Points out of 1.00  
Flag question  
Edit question

You will need to download and view the Bronze Module 1 plans and specifications to answer the following question. Attach a cut sheet PDF for the utility light A for the guardhouse (see the fixture schedule for details). The cut should include a picture, description, part number, voltage, etc. Circle the appropriate part number if there is more than one on the page (or highlight or draw an arrow to it). Write the project name (Guardhouse) and item number (Lighting Fixture A) in the top right-hand corner of each sheet in the cut. **Keep the cut for your final cut package.**

**Cut Sheet** Maximum size for new files: Unlimited, maximum attachments: 1

Files

  
You can drag and drop files here to add them.

# Online Modules and Workbooks (cont.)

## Submitting Your Workbook

When you have completed your workbook, you can submit it for review. Prior to submitting, check the QUIZ NAVIGATION box to make sure you have answered all the questions. You should see every question highlighted in gray. If there are any that are still white, click those question numbers to complete them prior to submitting.

The screenshot shows a 'QUIZ NAVIGATION' section with a grid of question numbers from 1 to 78. Questions 1-41 are highlighted in gray, while questions 42-78 are white. A red box highlights the white questions. To the right is a 'Summary of attempt' table:

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

1	GREY	Question was answered
2	WHITE	Question was <b>NOT</b> answered

After ensuring all questions are complete, click 'Finish attempt.'

After clicking 'Finish attempt,' you will see a screen showing the status of each question. ("Answer saved" / "Not yet answered")

When all questions have been answered, they will be grayed out in Quiz Navigation, and the status will be "Answer saved."

Scroll to the bottom of the page and click "Submit all and finish."

The screenshot shows a list of six 'Answer saved' statuses. Below the list is a 'Return to attempt' button. A deadline message reads: 'This attempt must be submitted by Tuesday, July 23, 2030, 11:19 AM.' At the bottom is a 'Submit all and finish' button, which is highlighted with a yellow circle. The footer text reads: 'Powered by Totara Talent Experience Platform'.

# Final Exam & Program Evaluation

Once all your module workbooks have been evaluated as acceptable, the Final Exam will unlock for you to complete.

## Accessing the Final Exam

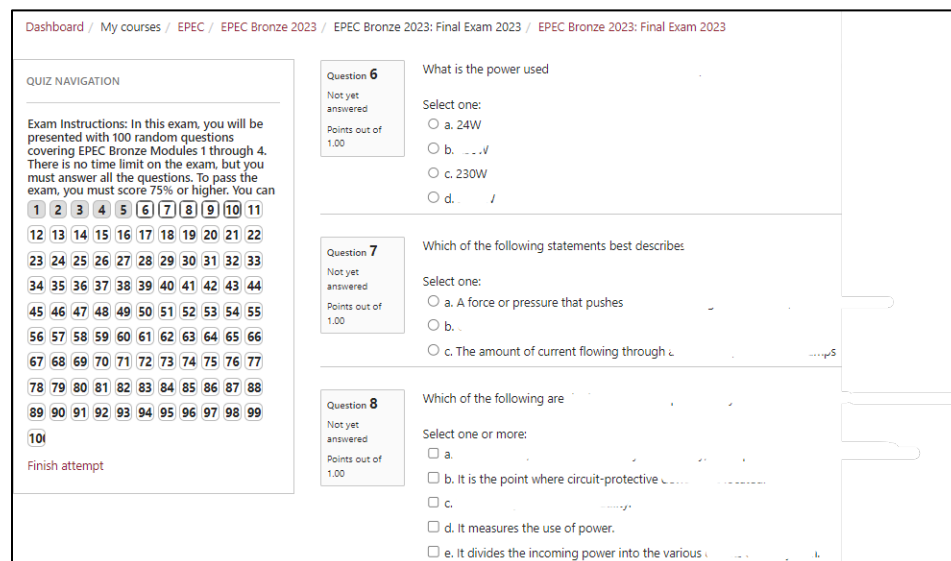
1. [Login](#) to the NAED Learning Center.
2. Select **My Learning** on the top.
3. Select the **EPEC Bronze** program.
4. Scroll down and click the **EPEC Bronze: Final Exam** link to launch the exam.



When you launch the exam, you will first see instructions that explain that you will be presented with 100 random questions covering EPEC Bronze Modules 1 through 4. There is no time limit on the exam, but you must answer all the questions. To pass the exam, you must score 75% or higher, and your score will be posted in your Completed Training.

As you take the exam, you will be presented with multiple-choice, multiple-select, true-false and matching questions.

- You can move forward and backward in the exam using the **Next Page** and **Previous Page** buttons.
- You can use the **Quiz Navigation** box to go directly to a specific question. It will also show you which questions you have answered (shaded gray) and any you have missed or skipped (white background).



You can exit the exam at any time and resume it later. When you relaunch the course, you can click on the **Final Exam** link and then click **Continue the last attempt** to pick up where you left off.

After you have answered all the questions, click the Finish Attempt button. From here, you can:

- Click on any question number to review it and modify your answer if desired.
- Click **Not Yet Answered** to view any questions you left blank and complete them.
- You can also click **Return to attempt** to reopen the full exam. When you are satisfied, you can then click **Submit all and finish** to view your score and feedback.

# Final Exam & Program Evaluation

Once you have completed your Final Exam, you are ready to begin the Evaluation Survey. We truly value and consider your feedback as we continue to improve future EPEC editions.

## Complete the EPEC Program Evaluation

1. [Login](#) to the NAED Learning Center.
2. Select **My Learning** at the top of the page.
3. Enter the **EPEC Bronze** program.
4. Scroll down and click the **EPEC Program Evaluation** link and click **Answer the questions** to launch the survey.

The evaluation will appear in the same browser window. You can respond to as many questions as you like.

Many questions include an area where you can type any additional comments you have. The more detail you can provide, the better we can address your feedback and continue to improve the program.

Be honest about what you liked and what you disliked. Your opinions matter and help us identify ways to improve the program for future EPEC learners.

When you are satisfied with your responses, click the **Submit your answers** button at the bottom of the page.

The *EPEC Program Evaluation* will be automatically updated as Completed. You can then move on to the last section of the EPEC program, the *Capstone Project*.

### EPEC Bronze 2023 ver 2.0: Program Evaluation



EPEC Bronze 2023 ver 2.0: Program Evaluation

Dashboard / My courses / EPEC / EPEC Bronze 2023 / EPEC Bronze Program Evaluation / EPEC Bronze 2023: Program Evaluation  
/ Complete a feedback

### EPEC Bronze 2023 ver 2.0: Program Evaluation

Mode: Anonymous

The content in the EPEC program was relevant to my business needs.  Not selected  
 (1) Strongly Disagree  
 (2) Disagree  
 (3) Neutral  
 (4) Agree  
 (5) Strongly agree

Additional comments:

The subject matter was well organized.  Not selected  
 1/ Strongly Disagree  
 2/ Disagree  
 3/ Neutral  
 4/ Agree  
 5/ Strongly agree

Additional comments:

# Capstone Project and Program Completion

Once you have completed the Evaluation Survey, you are ready to begin the Capstone Project. The Capstone Project is the culmination of your EPEC learning experience. You will review drawings and specifications for a typical customer job. You will then use all of your EPEC knowledge and resources to identify products that will best address the customer's needs and create a submittal package for review.

## Complete the EPEC Capstone Project

1. [Login](#) to the NAED Learning Center.
2. Select **My Learning** at the top of the page.
3. Enter the **EPEC Bronze** program.
4. Scroll down and click the **Online Capstone Project Assignment** link to open the workbook.
5. Download the Capstone Assignment Plans & Specs PDFs from the link and save these files on your computer.
6. The Capstone Assignment will function the same way your Module Workbooks do (see the previous instructions and/or the Online EPEC Workbook User Guide in the Job Aids section of the NLC:  
[http://www.naed.org/NLC\\_Learner\\_SBS](http://www.naed.org/NLC_Learner_SBS)
7. Once your Capstone Project has been reviewed and deemed acceptable, your transcript will be updated with a Completed status.

Once your *Capstone Project* has been successfully completed, you will be an EPEC Bronze graduate. You will be recognized in several ways:

- You will receive a framed Certificate of Completion in the mail.
- You will be sent a link to an EPEC Bronze digital badge which you can use on emails and social media.
- You will be recognized as an EPEC graduate in tED Magazine.



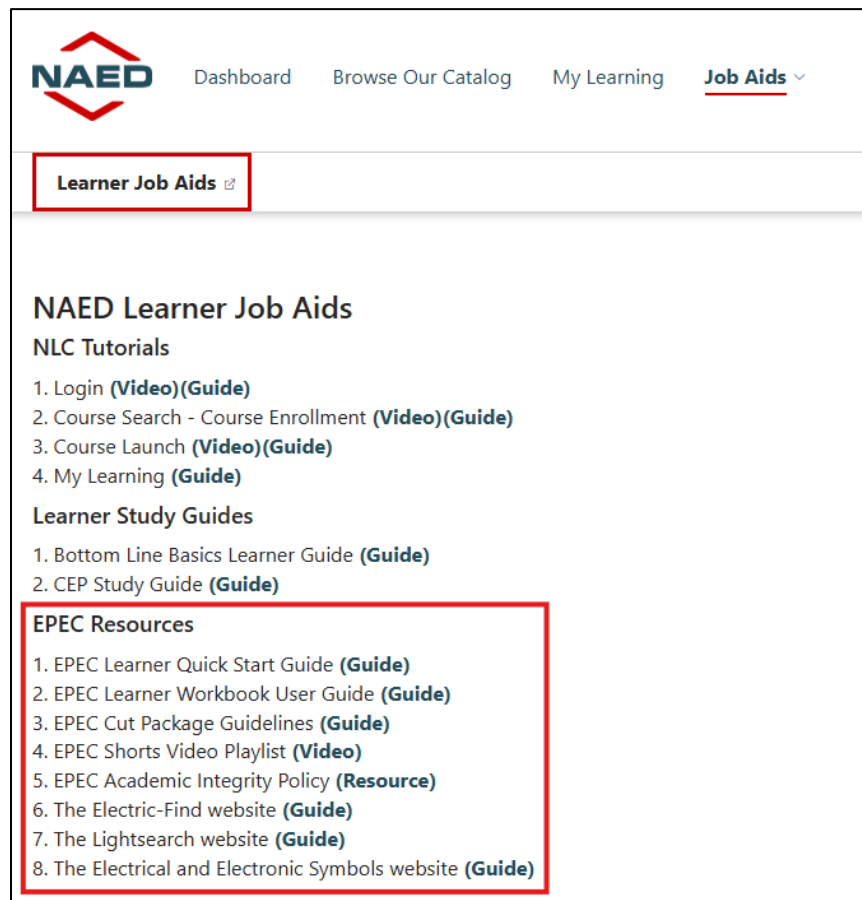
# Helpful Resources

## Resources Available on the NLC

There are Resource files linked at the top of your learning plan in the NAED Learning Center.

 [EPEC Learner Job Aids and Resources](#)

These resources can also be found by clicking Job Aids at the top of the NLC, then going to the Learner Job Aids page.



The screenshot shows the NAED Learning Center interface. At the top, the NAED logo is on the left, and navigation links for Dashboard, Browse Our Catalog, My Learning, and Job Aids are on the right. The Job Aids link is highlighted with a red underline. Below the navigation bar, a red-bordered box highlights the 'Learner Job Aids' link with an external icon. The main content area is titled 'NAED Learner Job Aids' and is organized into three sections: 'NLC Tutorials' with four items (Login, Course Search, Course Launch, My Learning), 'Learner Study Guides' with two items (Bottom Line Basics, CEP Study Guide), and 'EPEC Resources' with eight items (EPEC Learner Quick Start Guide, EPEC Learner Workbook User Guide, EPEC Cut Package Guidelines, EPEC Shorts Video Playlist, EPEC Academic Integrity Policy, The Electric-Find website, The Lightsearch website, and The Electrical and Electronic Symbols website). The 'EPEC Resources' section is highlighted with a red border.

**NAED** Dashboard Browse Our Catalog My Learning Job Aids ▾

**Learner Job Aids** ↗

### NAED Learner Job Aids

#### NLC Tutorials

1. Login **(Video)(Guide)**
2. Course Search - Course Enrollment **(Video)(Guide)**
3. Course Launch **(Video)(Guide)**
4. My Learning **(Guide)**

#### Learner Study Guides

1. Bottom Line Basics Learner Guide **(Guide)**
2. CEP Study Guide **(Guide)**

#### EPEC Resources

1. EPEC Learner Quick Start Guide **(Guide)**
2. EPEC Learner Workbook User Guide **(Guide)**
3. EPEC Cut Package Guidelines **(Guide)**
4. EPEC Shorts Video Playlist **(Video)**
5. EPEC Academic Integrity Policy **(Resource)**
6. The Electric-Find website **(Guide)**
7. The Lightsearch website **(Guide)**
8. The Electrical and Electronic Symbols website **(Guide)**

# Helpful Resources (cont.)

## Resources Available

### Locate Catalog Cut Sheets:

Having trouble locating cut sheets for the workbook assignments or *Capstone Project*? We recommend you use your company's supplier catalogs first; however, if you cannot locate appropriate products, the EPEC Learner Job Aids includes links to the *Lightsearch* or *Electric-Find* websites to assist.

### Understand Electrical Symbols:

Need help understanding an electrical symbol? The EPEC Learner Job Aids offers a link to the *Electrical Symbols & Electronic Symbols* website which can help you identify and interpret symbols on EPEC diagrams, plans and specifications.

### Apply What You Have Learned:

Overwhelmed by the chapter content in the modules or looking for a way to retain your online training? Check out the EPEC job aids that can be found throughout each EPEC online module, and they are also included at the end of each Module Book PDF (linked from your learning plan in the NLC). They are also available from the Job Aids link within each online module. These highlight important concepts and strategies presented in EPEC.

### Locate Module Plans and Specifications:

The plans and specifications for each module are available on the Learning Center along with the online modules and can be downloaded for use while you complete your assignments.

### Watch EPEC Videos to Learn More:

Watch our video shorts to get answers to frequently asked questions, or to learn more about an important topic. A link to the EPEC Shorts Video Playlist is included in the EPEC Learner Job Aids.

### Understand the EPEC Learning Path:

Curious about what each EPEC program has to offer? Want to prepare yourself for the lessons ahead? The NAED website has detailed outlines for every EPEC program. These are linked on each EPEC course page on the NAED website (ex: Bronze Outline is linked on this page: <https://www.naed.org/epec-bronze>).

### Ask Questions and Get Answers:

If you find yourself stuck during your training and need some assistance with a question or exercise, please contact us at [epec@naed.org](mailto:epec@naed.org). Someone from the NAED staff or one of our EPEC Reviewers will respond and answer your questions in a timely manner.

# The Academic Integrity Policy

## Academic Integrity Policy

At NAED we believe that honest work builds self-esteem, knowledge, and skills. Although we encourage you to collaborate with other EPEC students, we expect you to still maintain separate work, including original module work and cut packages.

EPEC is an opportunity to develop several qualities, including: learning new skills, demonstrating creativity, improving flexibility, seeking solutions, and expanding your leadership abilities. Only by pushing yourself during your training and submitting your own work do you have the opportunity to learn and develop from the critiques of our Reviewers. You will not learn anything from the Reviewers' comments if it is not your work being reviewed.

Discussing EPEC with your colleagues, suppliers, and customers is encouraged, as long as you do your own work. Any submitted written or copied work, including all submitted modules and cut sheets, that is not one's own and has in fact been copied in whole or in part from the work of another person or persons, will result in disciplinary action by NAED.

Should we detect any signs of cheating or plagiarism, we reserve the right to contact the management of the student(s) involved, request re-work and re-submittal of any modules, assignments, or final exam, and/or deny the EPEC graduation of any student found to have cheated, committed plagiarism, or to have aided another student in cheating or plagiarism.

### Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means. Examples of cheating include, but are not limited to the following:

- Copying answers from another's original work, including modules, either in part or in whole
- Copying another's project, including any and all cut-sheet submittals
- Discussion at any time of answers or questions on the final examination, unless such discussion is specifically authorized by NAED
- Taking or receiving copies of the final examination without the permission of NAED
- Allowing someone other than the officially enrolled student to represent the student either in work submissions, including modules, or the final examination.

### Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source. Examples of plagiarism include, but are not limited to the following:

- The submission of work, including modules, either in part or in whole completed by another
- Failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another
- Failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof
- Close and lengthy paraphrasing of another's writing without credit or originality
- Use of another's project or part thereof without giving credit. This includes making copies of another's cut-sheet submittal(s) and submitting them as one's own.

# The Academic Integrity Policy

Such an act is not plagiarism if it is ascertained that the ideas were derived through independent reasoning or logic or where the thought or idea is common knowledge. Acknowledgement of an original author or source must be made through appropriate references: i.e., quotation marks, footnotes, or commentary.

# Your Member Profile

## Forgot Your Password?

1. Go to: [www.naed.org](http://www.naed.org) and click the **Login** button in the upper right.
2. Click the 'Forgot your password?' link, and you will be prompted to enter your login email address.  
*(Remember this should be your company email address.)*
3. Click the **Reset Your Password** button. You will receive an email with a link that allows you to create a new password.
4. Click the link in the email to view a page that prompts you to enter a new password. Retype your new password and click **Submit**.
5. You will see your member profile page. From here you can access any of the NAED member resources, such as the Learning Center, by clicking any of the links or menus at the top of the page.

## How To Change Your Password

1. Go to: [www.naed.org](http://www.naed.org) and click the **Login** button in the upper right.
2. Login with your current email and password.
3. On your **Member Profile** page, click the 'Security & Login' link on the left.
4. Enter your current password, a new password, and then confirm your new password.  
*(Your new password must be at least 8 characters long, have a mix of letters and numbers, and cannot contain your username.)*
5. Click the **Submit** button to save your new password.

## Need Additional Assistance?

Email



(888) 791-2512

# Your Member Profile


Here is an overview of the Member Profile page with an explanation of its important areas.

## Member Profile

View your latest notifications and snapshots of your profile.

Personal Snapshot

- Edit My Profile **1**
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 **Sam Smith**  
Branch Manager

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### Personal

Summary of your personal contact information.

Full Name	Sam Smith
Title	Branch Manager
Account Phone	(314) 812-5331
Mobile	
Email	<a href="mailto:ssmith@distributorusa.org">ssmith@distributorusa.org</a>
Mailing Street	
Mailing City	
Mailing State/Province	
Mailing Zip/Postal Code	
Mailing Country	

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### Companies

Summary of your current co

**Primary Affiliation**

**Distributor USA**

(314) 991-9000  
<http://www.distributorusa>

**My Affiliations**

### Understanding your Member Profile

1. Edit My Profile = Make changes and enter additional information such as demographics or supervisor information.
2. My Affiliations = The company location you're affiliated with in our database. This determines your member benefits.
3. My Programs = A detailed list of your enrollments in NAED education programs.
4. Add External Learning = A place for you to enter information on any training that was taken outside of the NAED Learning Center to be added to your NLC transcript.
5. My Registrations = Your current and past meeting registrations.
6. My Research Downloads = Includes links to any research products that have been purchased from your account.
7. My Orders = Includes open orders and historical records.
8. My Saved Payment Methods = Add a credit card or bank account on file for faster checkout when registering for events or purchasing content.
9. Security & Login = Reset your password.
10. NAED Communication Preferences = Sign up for communications relevant to you!

As you keep scrolling down the page, you'll see a summary of your membership and any NAED committees that you've been involved with over the last several years.