Accrecy

Help Center

How to Create an Accrecy Account and Accrecy Profile

Learn how to create your Accrecy account, choose a personal workspace, and complete your Accrecy Profile with your contact information, address, and qualified positions.

Getting Started | Account & Profile | Credentials & Compliance

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Overview

Accrecy uses two important pieces of information when you first get started:

Your Accrecy account gives you access to the platform.

Your Accrecy Profile contains your personal and professional information and allows you to apply for jobs, manage credentials, work with providers, and access employment-related features.

Creating the account comes first. After signing in, you can create your personal Accrecy Profile.

This guide walks you through the complete process.

Step 1: Open Accrecy

Go to Accrecy in your web browser.

From the Accrecy home page, select **Get Started**.

You will be taken to the Accrecy sign-in page.

Step 2: Select Create an Account

If you do not already have an Accrecy account, select **Create an account** underneath the Sign In button.

If you already have an Accrecy account, you do not need to register again. Sign in using your existing email address and password.

Step 3: Create Your Account

On the registration page, complete the required account information.

Enter:

- Your name
- Your email address
- A password
- The answer to the security question shown under **Prove you're human**

Then select **Create account**.

Make sure the email address you enter belongs to you and is an address you can continue using. Your Accrecy account will use this email for sign-in and account-related communication.

Step 4: Sign In to Accrecy

After your account has been created, sign in using the email address and password you registered.

When you first enter Accrecy, your account may show an **Undecided Workspace**.

This simply means you have created your login, but you have not yet selected how you want to use Accrecy.

You will see options such as:

- Create Accrecy Profile
- Create Provider Profile

If you are an employee, caregiver, applicant, healthcare professional, DSP, HHA, RN, driver, or another individual using Accrecy personally, select **Create Accrecy Profile**.

If you are setting up an organization or healthcare provider business, the provider setup process is separate.

Step 5: Select Create Accrecy Profile

Select **Create Accrecy Profile**.

Your personal Accrecy Profile is different from your login account.

Your account allows you to sign in.

Your profile allows you to store and manage information such as:

- Personal information
- Address
- Qualified positions
- Credentials
- Availability
- Employment information
- Job applications

Step 6: Complete Your Basic Profile

The first section is **Basic Profile**.

Enter the requested personal information, including:

- Full Name
- Date of Birth
- Phone
- Gender

Your name may already be filled in based on the name used when you created your Accrecy account.

Review the information carefully before continuing.

Accurate information is important because your Accrecy Profile may later be shared with healthcare providers when you apply for jobs, accept employment, or provide credentials.

Step 7: Enter Your Current Address

Continue to the **Address** section.

Enter your current residential address.

Complete the available fields:

- Address Line 1
- Address Line 2, if applicable
- City
- State / Region
- Postal Code
- Country

Use your current address and make sure the information is accurate.

Some employers may use residency information as part of hiring, background check, or employment requirements.

Step 8: Select Your Qualified Positions

Next, go to the **Positions** section.

This section allows you to identify the positions you are qualified for or currently work in.

Select the **Available Positions** field to view the positions currently available in Accrecy.

Depending on the platform configuration, options may include positions such as:

- DSP — Direct Support Professional
- HHA — Home Health Aide
- RN — Registered Nurse
- NMT Driver
- Healthcare Office or management positions
- Other available healthcare roles

Select each position that accurately applies to you.

You may be able to select more than one position.

For example, someone may be qualified as both an HHA and DSP.

Do not select a position simply because you are interested in it. Select positions that accurately represent your qualifications, training, or professional role.

If the Position List Shows 0 Items

If the Available Positions area initially shows **0 Items**, tap or open the field.

On a mobile device, the available position options may open in a separate selection panel.

Choose the appropriate position or positions from the list.

Once selected, Accrecy will show how many positions you have chosen.

You can remove a selection by selecting it again or use **Clear All** to remove all selected positions.

Step 9: Create Your Accrecy Profile

After completing:

- Basic Profile
- Address
- Positions

review your information.

When everything is correct, select:

Create Accrecy Profile

Accrecy will create your personal professional profile.

Step 10: Open and Continue Building Your Profile

After your profile has been created, your dashboard will change from the Undecided Workspace to your personal Accrecy workspace.

You will see options such as:

- My Profile
- Job Applications
- My Credentials
- Help & Knowledge Base

Select **My Profile** whenever you need to review or update your personal information.

Your profile can continue to grow as you use Accrecy.

Depending on your activity, you may later add or manage:

- Credentials
- Licenses
- Certifications
- Employment history
- References
- Availability
- Job applications
- Provider relationships
- Employment assignments

Important: Account vs. Profile

Your **Accrecy account** and your **Accrecy Profile** are related, but they are not the same thing.

Accrecy Account

Used to sign in to Accrecy.

Includes your login email and password.

Accrecy Profile

Your personal and professional profile inside Accrecy.

Includes your information, qualifications, credentials, positions, and other employment-related information.

You normally create one Accrecy account and maintain your information through that account.

You should not create a new account every time you apply to a different provider.

Keeping Your Profile Updated

Your Accrecy Profile is designed to stay with you as you use Accrecy.

Keep your information current, especially:

- Phone number
- Address
- Qualified positions
- Credentials
- Certifications
- Availability

Providers may rely on information in your profile when reviewing applications, onboarding you, assigning work, or checking qualifications.

Need Help?

If you need assistance while using Accrecy, open the **Help & Knowledge Base** section from your dashboard or select **Help** from the Accrecy quick-access menu.

You can search the Help Center for additional step-by-step instructions.
