**NARS – Information from the ANCC Website**

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<https://nars.nursecredentialing.org>

**APPROVED PROVIDERS:** Please contact your Accredited Approver Unit directly for assistance with Annual Reporting Requirements and access to the NARS Reporting System.

**The Nursing Activity Reporting System (NARS)** is designed to streamline and support the collection of your program and activity data. Individuals who are designated as a Primary Contact, Billing Contact and/or leader of an organization accredited by the ANCC or an ANCC Accredited Approver that has elected to use NARS may access NARS with a unique login ID and password. NARS allows users to upload their activities continuously throughout the year **OR** use the batch upload function to add or update multiple activity records from a single file containing data that has been exported from another tracking system.

**What Does ANCC Require that I Report?**

* Date/Range of Activity
* Title/Name of Activity
* Target Audience (RN's, Interprofessional)
* Total Number of Activity Participants/Total Number of Nurses (Registered Nurses)
* Number of Nursing Credits Offered/Number of Contact Hours Offered Upon Activity Completion
* Whether the Activity was Directly or Jointly Provided
* If the Activity Received Commercial Support
* Amount of Commercial Support Received

REMINDER: What the ANCC requires that you report and what NARS requires to open/close an activity is different. Please consult the NARS User Manual for more information.

**NARS Resources**

There are two ways to submit your activities in NARS. You can submit each activity **individually through the web interface** OR you may **batch upload** your activities using the Tab Delimited file.

**NARS User Manual:** [NARS User Manual](https://www.nursingworld.org/~492c74/globalassets/docs/ancc/nars-user-manual.pdf) [pdf]

**NARS Frequently Asked Questions:** [NARS FAQs](https://www.nursingworld.org/organizational-programs/accreditation/ncpd/faqs/)

**Provider Template to Report NARS Activities Using Batch Upload**[NARS Tab Delimited file for Batch Uploading Activities in the system: NARS-TabDelimited\_Template PROVIDER](https://www.nursingworld.org/~496715/globalassets/docs/ancc/accreditation/nars_tabdelimited_template-provider.xls) [xls]

**Instructions on how to create a Tab Delimited File in Excel for Batch Uploading in NARS:**[Creating a Tab Delimited File Using the Excel File Template](https://www.nursingworld.org/~4b0a29/globalassets/docs/ancc/creating-a-tab-delimited-file-using-the-excel-file-template.pdf) [pdf]

**HELPFUL HINTS**

Organizations can update their own **demographic information** in the system.

Each organization can have up to 20 users in the system. Once logged in, you can create user accounts for individuals that you would like to grant access to the system. Users will receive their own login and credentials to the system. You can also disable users and create new users when necessary. You can add your additional nurse planners as users to keep your demographic information up to date.

**Forgot your password?**Did you know that you can reset your own password if you know your Organization ID and the email address registered in the account? **Click here:** [FORGOT PASSWORD](https://nars.nursecredentialing.org/User/ForgotPassword.aspx)

**Need a password you can remember?**Once you are logged in, you can change your password using the change password link in the top right corner.

You only need to list a location for an activity categorized as a **“C” or “RSS” (“Course” or “Regularly Scheduled Series”).**Please check the NARS FAQ’s page for definitions for the activity types.