

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



Your EPEC Curriculum



EPEC Introductory Module



EPEC Online Module & Workbook Guide



Accessing Your Final Exam



Submitting Your Evaluation Survey



Capstone Project & EPEC Completion



EPEC Forum Walkthrough



Helpful Links & Resources



The Academic Integrity Policy



Forgotten Passwords & Additional Assistance

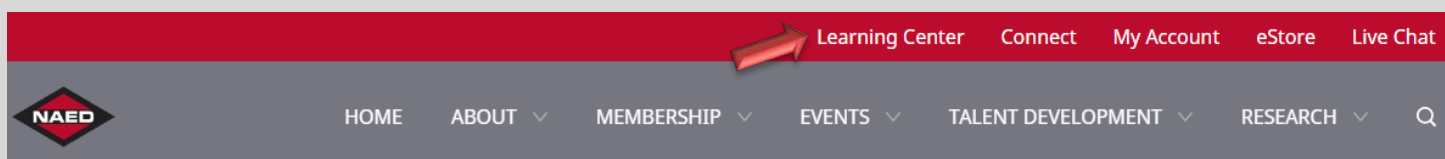
(Simply click  to return to this screen.)

The NAED Learning Center



Getting Logged In

1. When your NAED Learning Center account is created, your login credentials will be emailed to you.
NOTE: Your username is your company email address and the password is your NAED member ID #.
2. Click the provided link in the e-mail or go to www.naed.org and click **Learning Center** at the top right.
NOTE: If available, we recommend using Chrome or Firefox as your browser for the best experience.



3. Enter your login credentials and click **Sign In**.



Sign In

Username

Password

I don't know
my [username](#) or [password](#)
[Create a new account](#)



Once signed in, you will be redirected to your “My Learning Page” of 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, read the “Forgotten Passwords & Additional Assistance” section of this guide for additional help or click the “Forgot your password?” button above.

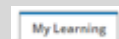


Your Learning Center Dashboard

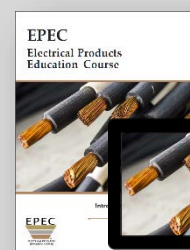
The screenshot shows the NAED Learning Center dashboard. At the top, a navigation bar includes links for Help, Job Aids & Tutorials, Contact Us, Live Chat, and Log Off. A user is logged in as John Doe. Below this is the NAED Learning Center logo. A secondary menu bar contains links for My Learning, Reporting, My Elective Learning, My Catalog, and My Transcript. The main content area is divided into two columns. The left column, labeled 'My Learning', features a section for Graybar University with a warehouse image and a list of required learning modules (1-8) and learning plans. The right column, labeled 'NAED News', features a 'Dare to Be EPEC' advertisement and a section for Instructor-Led Training Events. A 3D white figure is visible in the bottom right corner of the dashboard area.

- 1 **Global links:** At the top, you can access Job Aids & Tutorials, Contact Us information, Live Chat, and a link to Log Off.
- 2 **My Learning:** This menu bar gives you quick access to your Required Learning page, Elective Learning page, Catalog, and Transcript page. If you are a non-member, you will only have the Transcript button.
- 3 **Your Company Information & NAED News:** These sections contain information from your company and NAED that may interest you as an industry learner.
- 4 **My Learning Widgets:** At the bottom of your screen you will see training links that give you immediate access to your learning in the following categories:
 - ✓ **My Required Learning** - Any course that has been assigned to you by a supervisor or administrator.
 - ✓ **My Learning Plans** - Any Learning Plans (curriculums) assigned to you by a supervisor or administrator.
 - ✓ **My Elective Learning** - Any course you have launched on your own from the catalog.

NOTE: To return to your landing page anytime, simply click the My Learning tab.



Your EPEC Curriculum



Which version of EPEC do you prefer?

In the new EPEC 2017 NEC/2015 CE edition we are offering multiple ways to receive your EPEC content. You may access content online in the LMS, via PDF, or through a printed content module.

Paperless Version:

EPEC goes green! In the Paperless Version of EPEC all course content is provided online within the NAED Learning Center. You will also be provided with a PDF (eBook) copy of the content. All exercises are now completed on an Adobe PDF form (no more written work!). Your exercises will be submitted to NAED via Dropbox.



EPEC training is now tablet friendly!



Printed Content & Online Version:

Should you choose the Printed Content & Online Version of EPEC, you will receive everything included in the Paperless Version as well as a printed copy of the eBook (which will still be available as a PDF file in the Learning Center as well).

Offline content now includes QR codes!

The EPEC Process

1. You are selected for the program and receive your EPEC kit.
2. Complete the Introductory Module and explore your *EPEC resources.
3. Begin the 1st module.
4. Finish your module and submit your workbook to NAED via Dropbox.
NOTE: Would you like to provide feedback or suggestions for the module? We'd appreciate it if you'd submit the Module Evaluation Survey. (Click here for location of the survey.)
5. Start training in the next EPEC Module.
6. Your received workbook is assigned to an EPEC reviewer.
7. The reviewer evaluates the workbook and sends the results to NAED.
NOTE: In 'My Transcript' your module status will now show "Completed" or "Incomplete."
8. If your workbook is marked Completed: nothing more is needed for this module.
9. If your workbook is marked Incomplete: review the comments, rework, and resubmit.
NOTE: Check your next module to make sure you didn't make the same mistakes.
10. Once all modules have been reviewed and marked completed – launch the Final Exam!
11. Once you have passed the exam, please complete the Course Evaluation Survey.
NOTE: Please be honest and detailed with your feedback. We use these to update future editions.
12. After you have passed your final & finished the survey, you will need to complete your Capstone Project and submit to NAED via Dropbox.
13. As soon as your Capstone is reviewed as Completed, you are officially a graduate of the level!

*For more info about EPEC resources

Click Here!
for the EPEC Resources section of this guide.

EPEC Introductory Module



MENU

Before beginning the EPEC Bronze level, you will need to complete the EPEC Introductory Module. This is a required pre-EPEC module that provides a walkthrough of the program, explaining the processes, training materials, and other resources you will need to successfully complete EPEC.

Accessing the EPEC Introductory Module

1. [Login](#) to the NAED Learning Center.
2. Locate the course titled “1 - EPEC Introductory Module” within ‘My Required Learning’ and click on the course name link.



My Required Learning	
1 - EPEC Introductory Module	Not Attempted
2 - EPEC Bronze Module 1	Not Attempted
3 - EPEC Bronze Module 2	Not Attempted
4 - EPEC Bronze Module 3	Not Attempted
5 - EPEC Bronze Module 4	Not Attempted
6 - EPEC Bronze Final Exam	Not Attempted
7 - EPEC Bronze Evaluation Survey	Not Attempted
8 - EPEC Bronze Capstone Project	Not Attempted



3. You will be redirected to the course summary page.

1 - EPEC Introductory Module

Close Record

Progress: Not Attempted Status: Enrolled Required: Yes Duration: 30 minutes

Activities Details

Activities

To access a learning activity, select the activity name and click Launch or Open.

Activity Name	Type	Score	Progress	Last Accessed	Time Taken	Attempts	Action
1 - EPEC Introductory Module	Online Course		Not Attempted				Launch

4. Click the [Launch](#) button to the right of the course listing and complete the module as instructed.

NOTE: Once you complete a module it will be removed from the My Required Learning on your homepage. Should you wish to relaunch the EPEC Introductory Module, simply click the “My Transcript” option and locate the module. Click the course name link and launch the course.

My Learning

My Required Learning
View learning you have been assigned to complete

My Elective Learning
View learning you have enrolled in from the course catalog

My Catalog
View your course catalog

My Transcript
View your transcript

EPEC Online Module & Workbook Guide



Access to your EPEC Modules mirrors the access of the Introductory Module. You will locate an EPEC module on your dashboard and then click the title to be redirected to the course summary page. (Click [here](#) for the walkthrough.)

EPEC Online Module & Workbook Exercises

- Once you have selected an EPEC Module, you will see a listing of available activities:

Activity Name ▲	Type	
2 - EPEC Bronze Module 1	Online Course	Launch Module
1 01 EPEC Bronze Module 1 Workbook PDF	URL	Open Workbook
2 02 EPEC Bronze Module 1 Plans & Specs	URL	Open
3 03 EPEC Bronze Offline Module 1 PDF	URL	Open
4 04 EPEC Bronze Module Evaluation	URL	Open
5 05 EPEC Submission Tutorial Video	URL	Open
6 EPEC Forum and Resources	URL	Open

- Workbook PDF:** This activity contains the exercises required for Module completion. Click Open to download and save to your computer to complete. When ready for review, you will submit to NAED via Dropbox.
- Plans & Specs:** This activity is the plans and specifications or drawings for this EPEC Module. You will need these to complete the exercises. To access you will click Open to download.
- Offline Module PDF:** This activity is the PDF version of your online module content. Should you prefer have all content provided within a PDF layout that mirrors the printed module, you may click Open to download.
- Module Evaluation:** This activity is the evaluation for this specific module. This is not required, but always appreciated. All feedback provided helps our future editions, so please provide as much detail as possible.
- Submission Tutorial Video:** This activity is a URL that will redirect you to a video walkthrough of how to submit a module using Dropbox. Simply click Open to be redirected.
- EPEC Forum:** This activity is a URL that will redirect you to the EPEC Forum community containing the Forum itself and all other EPEC resources available. Simply click Open to be redirected.



EPEC Online Module & Workbook Guide (cont.)

Below is a walkthrough on the how-to's of retrieving and submitting your EPEC Workbooks, as well as our expectations for receipt of your submittal. Please make sure to submit appropriately.

Workbook Submittal Guide

1. Download the EPEC Workbook. (Click here for more information on location of the EPEC Workbooks.)
2. Open up the saved EPEC Workbook on your computer.* Each workbook is an editable PDF.
NOTE: Make sure you are in Adobe before filling out. Do not fill out workbook online as it will not save.
3. Fill out the PDF by clicking on and typing within each blue highlighted box.
4. Areas the student does **NOT** touch:
 - a. Page 3 – EPEC Reviewers Comments
 - b. Reviewer Comments checkboxes
 - c. Reviewer Comments box below questions

***Verify you're in Adobe BEFORE filling out your EPEC Workbook!**

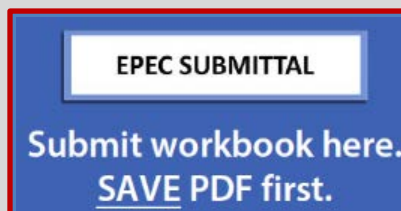
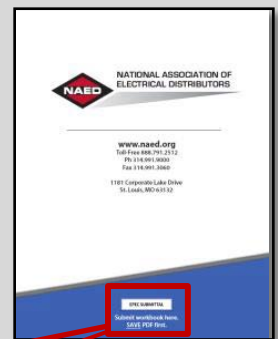
[Click here for a free download!](#)

5. Answer ALL questions and attach any cut sheets requested to the workbook itself.
6. After completing the workbook and attaching cut sheets, **SAVE** the PDF.

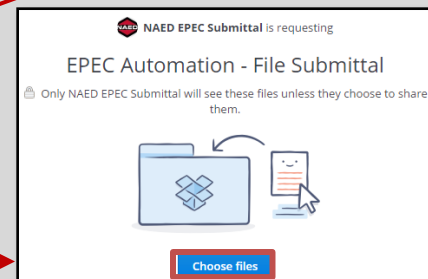
NOTE: We prefer cut sheets to be attached within the PDF itself, however we know not all students have this ability. If you are unable to insert your cuts within the workbook itself, rename each cut sheet with the product being submitted. (Example: Enclosure.pdf) Then, please provide all cuts & workbook within a zip file.

If you need assistance zipping a file, view the Submission Tutorial Video or Intro Module 'Packaging Files to Send' for specific instructions.

7. Click on the EPEC Submittal link on the last page of the workbook and a link to Dropbox will open.



8. Click on **Choose files**.



9. Select the **SAVED** workbook (or zipped workbook & cuts) for upload.
10. Type your first name, last name, and email address. Click **Upload**.
11. A verification submittal email will be sent to NAED and you.
12. Your workbook will be assigned to a reviewer.
13. Once the workbook has been reviewed, it will be marked complete or incomplete and your transcript will be updated with your workbook status.
14. You will receive an email with your status and a copy of the reviewed module.
 - a. If your module is marked Incomplete: review the reviewer's comments, rework, and resubmit.



Accessing Your Final Exam

Once you have completed your Introductory Module and all module workbooks have been reviewed and graded as Completed, your Final Exam will unlock for you to take.

Accessing the Final Exam

1. [Login](#) to the NAED Learning Center.
2. Locate and select the "Final Exam" within "My Required Learning."
3. Verify you have completed all prerequisites.

NOTE: If any prerequisites are outstanding, you will receive a warning with the details and will be unable to launch the exam.

6 - EPEC Bronze Final Exam
Close Record

Warning: Requires Prerequisites
Before taking this course, you must complete the following prerequisites:
Courses: [1 - EPEC Introductory Module](#), [2 - EPEC Bronze Module 1](#), [3 - EPEC Bronze Module 2](#), [4 - EPEC Bronze Module 3](#), [5 - EPEC Bronze Module 4](#)

Details

Details

Course Name: 6 - EPEC Bronze Final Exam
Status: Active
Description: This online exam consists of 100 questions, and you need to score 75% or higher to pass. You will receive feedback about your performance at the end of the exam.
Click Launch to begin this exam.
Click Open for the module evaluation if you would like to provide feedback.
Prerequisite Courses: [1 - EPEC Introductory Module](#), [2 - EPEC Bronze Module 1](#), [3 - EPEC Bronze Module 2](#), [4 - EPEC Bronze Module 3](#), [5 - EPEC Bronze Module 4](#)

4. Click the [Launch](#) button to the right of the exam listing.

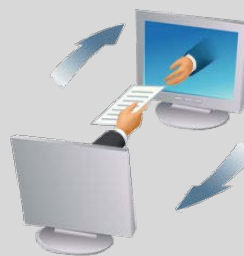
Activity Name ▲	Type	Action
6 - EPEC Bronze Final Exam	Online Course	Launch

The final exam consists of multiple choice, true-false, and matching questions. You must score a 75% or higher to pass. Your score will be automatically recorded on your transcript.

Once you pass, the exam will be marked Completed and you have finished the content portion of this EPEC curriculum. You may now move onto your Evaluation Survey & Capstone Project.

Should you fail the exam, no worries. Simply relaunch, select "Cancel" when offered to continue where you left off, and then retake the exam and submit. There isn't a limit to exam attempts.

Submitting Your Evaluation Survey

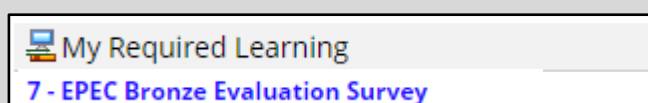


Once you have completed your Final Exam, you are ready to begin the Evaluation Survey. Although you have the option to opt out of this survey, we really hope you choose to fill it out. We truly value your feedback and use it towards our future EPEC editions.

Steps to Complete Your EPEC Evaluation Survey

1. [Login](#) to the NAED Member Site and click on the NAED Learning Center button.
2. Locate and select the "Evaluation Survey" within 'My Required Learning.'

NOTE: Final Exam completion is required prior to completing the survey.



3. You will be redirected to a course description page.
4. Click the **Open** button to the right of the Evaluation Survey listing.
5. There are approximately 10 questions asked. Once you have responded to each question, the survey will show a Complete status on your transcript.

Click 'Sure' to opt in - or -
Click 'No Thanks' to opt out
Then click the red arrow. →

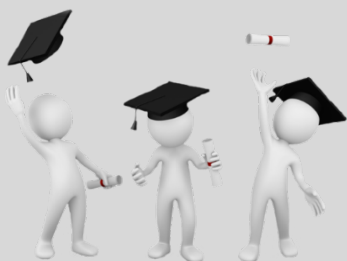
EPEC
ELECTRICAL PRODUCTS
EDUCATION COURSE

EPEC Program Evaluation

This program evaluation should take less than 5 minutes to complete. Your responses help shape the EPEC Program now and in the future. Thank you for your feedback!

Would you be willing to provide some feedback on your experience with the EPEC program?

→



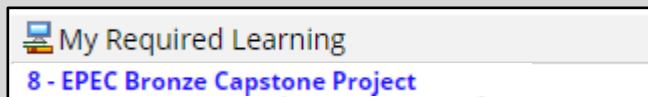
Capstone Project & EPEC Completion

Once you have completed your Evaluation Survey you are ready to begin your Capstone Project. Once your Capstone Project has been reviewed and marked completed, you've completed the course! A framed certificate is shipped, a digital badge emailed, and you'll be recognized in tED Magazine!

Steps to Complete Your EPEC Capstone Project

1. Locate and select the "Capstone Project" within 'My Required Learning.'

NOTE: Evaluation Survey completion is required prior to completing the Capstone Project.



2. Click the **Open** button to the right of the Capstone Project listing on the course description page.
3. Save the PDF of the Capstone Project to your computer and complete your assignment.
4. Use the requirements in the document, along with your plans and specifications, to select cut sheets and create a bill of materials for your submittal package.
5. Check your work for completeness and submit your module for review via Dropbox.
6. Once your Capstone has been marked completed, you have graduated this level!

EPEC Forum Walkthrough



MENU

EPEC resources are located within the new EPEC Forum on NAED Connect.

<https://connect.naed.org/epec>

Click here to view resources available

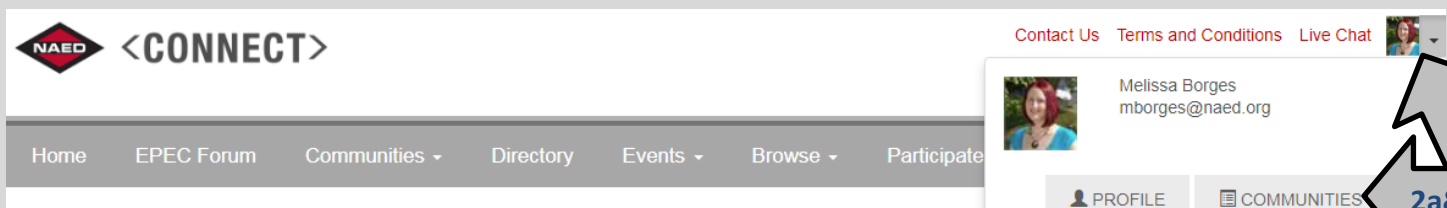
Below is a walkthrough on the how-tos of the EPEC Forum including logging in, navigating the EPEC communities, viewing discussions, posting questions, etc.

Logging into the EPEC Forum:

1. To sign in, you will go to: <https://connect.naed.org/epec> and enter your NAED/Learning Center username and password. Click Sign In.

- a) Your user name is your company email address, if you don't know your password click where it says I don't know my "password" to receive an email with instructions on resetting it.

2. Upon logging in you will be redirected to the EPEC Forum on NAED Connect.



- a) To update your profile, click the 'Profile' option from the drop-down menu next to the Live Chat link in the top right-hand corner. A listing of available profile adjustments is on the next page.
- b) To view your community subscriptions, click the 'Communities' option from the drop-down menu next to the Live Chat link in the top right-hand corner.

Updating Your Profile in the EPEC Forum:

Home EPEC Forum Communities Directory Events Browse Participate search

DIRECTORY / MEMBER DIRECTORY / PROFILE

MR. EPEC ADMINISTRATOR

NAED

7 MY PROFILE MY CONNECTIONS MY CONTRIBUTIONS MY ACCOUNT ADMIN

Contact [NAED Member Services](#) to change account details that do not have editing permissions.

1 ACTIONS

2 BIO

3 EDUCATION

4 JOB HISTORY

5 SOCIAL LINKS

6 CONTACT DETAILS

NAED
1181 Corporate Lake Dr
Saint Louis, MO
Work: (314) 991-9000
Fax: (314) 991-3060
TollFree: (888) 791-2512
epc@naed.org

Link to other social media accounts

ADD

ADD

ADD

ADD

You may update your profile with:

- 1.) Picture (Actions -> Change Picture)
- 2.) Bio
- 3.) Education
- 4.) Job History
- 5.) Social Media Account Links

NOTE: When you create your profile, the contact details section (6) can only be changed or updated by an NAED staff member. If you wish to have this information changed/updated, please contact NAED Member Care at: membercare@naed.org or call (888) 791-2512.

For your privacy, your contact information is only visible to you or to those you accept as a contact.
To view your contacts, go to My Connections (7).

Navigating the EPEC Communities:

3. Upon logging in you will be redirected to the EPEC Forum. The Community you are viewing will appear at the top.
4. To view member discussions on specific EPEC levels, click the desired community. Each level and module of the EPEC program has a separate "community" to make it easier to quickly get exactly the information you are looking for. Select the level you would like to view discussions on or post a question for.

NAED <CONNECT> Contact Us Terms and Conditions Live Chat

Home EPEC Forum Communities Directory Events Browse Participate search

COMMUNITIES / COMMUNITY HOME

EPEC Forum

COMMUNITY NAVIGATOR

COMMUNITY HOME DISCUSSION 36 LIBRARY 96 EVENTS 0 MEMBERS 74.5K

EPEC FORUM COMMUNITIES

[EPEC Bronze '14](#)

[EPEC Bronze '17](#)

[EPEC Silver '14](#)

[EPEC Silver '17](#)

This community is for EPEC students and reviewers participating in EPEC Bronze, EPEC Silver, EPEC Gold, EPEC Lighting, EPEC Automation and Voice-Data-Video (VDV) courses. These courses provide information about individual products, their applications and how they are interrelated with other products in electrical systems. Originally developed in 1986, the Electrical Products Education Course (EPEC) has more than 11,000 graduates. EPEC has become known as the cornerstone of sales and product training in the electrical distribution industry.

Each EPEC course and module has its own sub-community and discussions, which are intended to help EPEC students successfully complete their coursework. EPEC Course Reviewers participate in the communities, responding directly to student questions.

EPEC
ELECTRICAL PRODUCTS
EDUCATION COURSE

EPEC Forum Walkthrough (cont.)

- Once you have selected a Forum Community, you may view/subscribe to forum discussions at the curriculum level or select the module you're working in to view/subscribe to module-specific discussions.

Viewing Forum Discussions:

- Once you find the level and/or module that you wish to explore, click the DISCUSSION tab to view the available questions/threads in that section.

EPEC Bronze '17: Module 1 - Introduction to Electrical Products

Subscribing to Forum Discussions:

- If you'd like to post a question or be notified of any questions asked & answered, from the landing page click "Join Community" on the right. You must "Join Community" for each community you wish to post on or be notified of.

NOTE: Subscribing is not necessary if you only want to view the existing questions. However, should you wish to be updated on new questions posted or to post a new question to the community, you will need to subscribe.



- ## Posting to Forum Discussions:

- 

Attachment(s)

9d

- Title your thread on the 'Subject' line.
- Enter in your question.
- Attach any documents.
- Click 'Send.'

Helpful Links & Resources

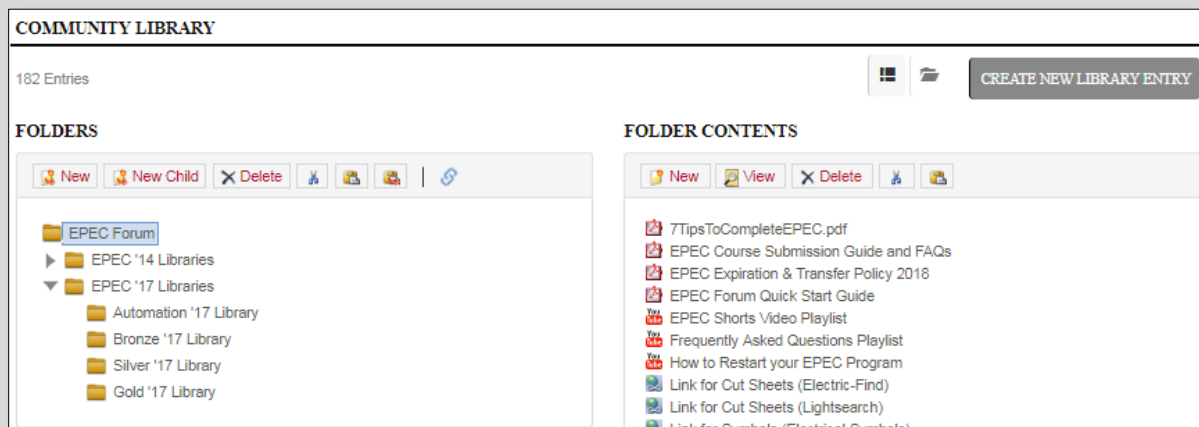
EPEC resources are now located within the new [EPEC Forum](#) on NAED Connect.

Whether you need assistance on a question within the course itself, are having trouble finding a cut sheet for an assignment, or would benefit from some job aids, the EPEC Forum is a great resource for you throughout your EPEC training.

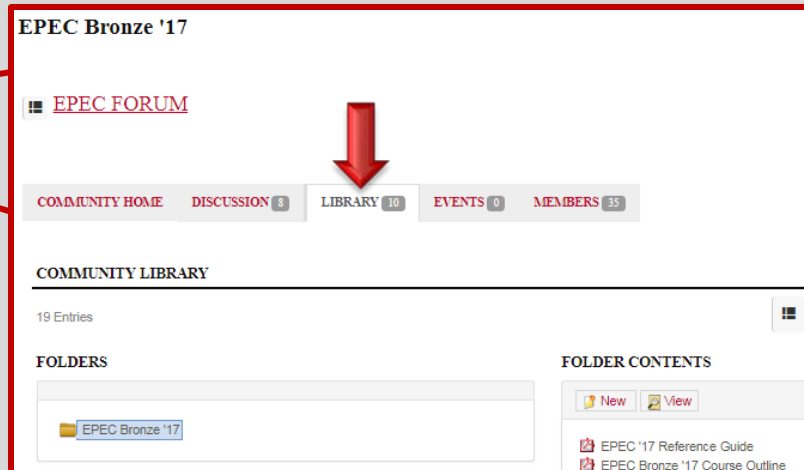
Resources may be found via clicking the “Library” on the main EPEC Forum dashboard.



Once on the main Library you will see folder options on the left. The EPEC Forum folder contains resources for all EPEC levels. The folders within contain resources that are level-specific.



You may also access resources through the community of specific EPEC level you are working through as well. Navigate to the dashboard of the EPEC level (Bronze, Silver, Gold, etc.) and then click ‘Library’ to view the associated resources for that level.



Resources Available within the EPEC Forum



Cut Sheets:

Having trouble locating cut sheets for the final assignments or capstone project? We always recommend you use your company's product catalogs first to find submittals, however if you get stuck we have some sites available to assist in your search! Click to launch the [Lightsearch](#) or [Electric-Find](#) website.



Electrical Symbols:

Need help with a symbol? We have a link within the EPEC Forum to assist in your search.



EPEC in 6 Months:

Need help staying on track with EPEC? Read our '7 Tips for Completing the EPEC Program' and start planning your EPEC graduation now. This guide will help you develop a plan, set deadlines, and graduate EPEC Bronze in just six months.



EPEC Forum:

If you find yourself stuck during your training and need some assistance with a question, exercise, etc. This is the perfect place to search previously answered questions or ask a question of your own. EPEC Reviewers monitor the forum and will answer your questions in a timely manner.



EPEC Resource Guides:

These guides, separated by level (Bronze, Silver, Gold, and Lighting), are great resources to prep you for any upcoming chapters in your training. So, should you decide to continue your training at home or maybe on lunch break, you will know ahead of time which resources you need to complete each chapter.



Dictionary:

Are you unfamiliar with a term in your module? Check out the dictionary for a quick definition!



Job Aids:

Overwhelmed by the chapter content in your modules or looking for a way to retain your online training? Check out our EPEC Job Aids! We have a set of job aids for every EPEC module!



Outlines:

Curious what your EPEC level has to offer? Want to prepare yourself for the lessons ahead? We have a detailed outline in the EPEC Forum for every EPEC level! Check it out!



Plans and Specifications:

PDF files of the plans and specifications for each module are linked from your Learning Plan in the NAED Learning Center, but you can also access any EPEC plans and specifications via the EPEC Forum. Find the link titled "Plans/Specs" under the EPEC curriculum in which you are enrolled.

Click for MORE
Resources!

Helpful Links & Resources (cont.)



MENU



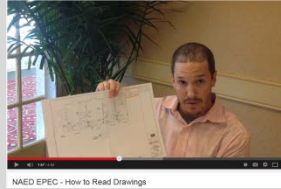
Video Shorts:

With our video shorts you can meet your reviewer, get answers to some of our most frequently asked questions, and launch one or many of our highly-demanded supplementary training videos!

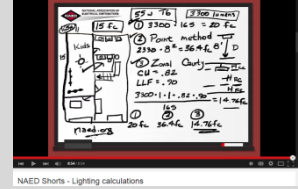
Get to Know Your Reviewers



Frequently Asked Questions



Supplementary EPEC Training



MENU



The Academic Integrity Policy

At NAED we believe that honest work builds self-esteem, knowledge, and skills. Although we would like for 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 yourselves 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, cut sheets and packages, which 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.

(To read the full policy, view the 'EPEC Academic Integrity Policy' within the [EPEC Forum](https://connect.naed.org/epec).)

Forgotten Passwords & Additional Assistance



Forgot Password?

1. Go to: www.naed.org and click the **My Account** button at the top right of the webpage.
2. Click I don't know my 'password' and you will be asked to enter your username.
(Remember your username should be your company e-mail address.)
3. Enter your username. You will be e-mailed a link to a page where you may create a new password.

How-To Change Your Password

1. Go to: www.naed.org and click the **My Account** button at the top right of the webpage.
2. Click the **Account Page** button on the lower left of the webpage.
3. Click the "[Change password](#)" link on the lower left of the webpage.
4. Enter your current password, new password, and then confirm new password.
(The new password must be at least 6 characters long and cannot be the last password.)
5. Click the **Save** button to save your changes.



Need Additional Assistance?



Click Here!



Click Here!



(888) 791-2512

You can also log into the Learning Center and click "Job Aids & Tutorials" at the top right of the webpage for additional Learning Center assistance.