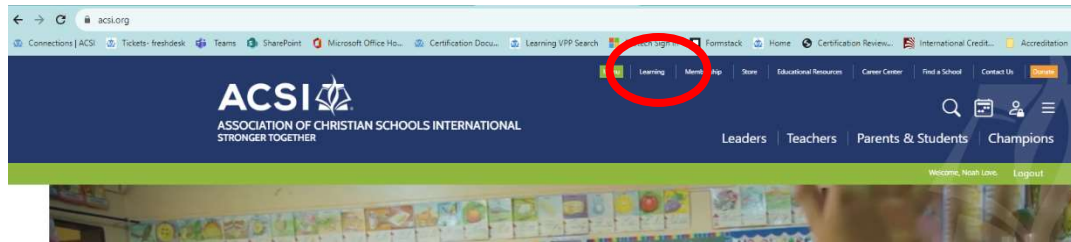


Brand New User to ACSI

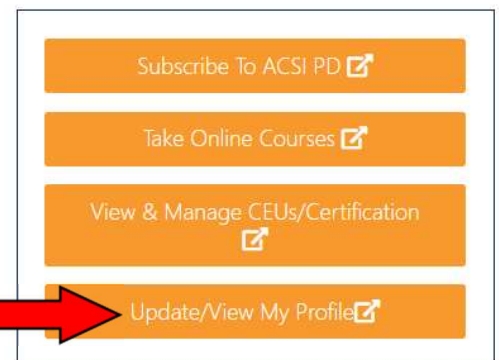
If you're brand new to ACSI and have never been associated with a school or applied for one of our certifications before, please follow these instructions to set up your account, and then begin your first Certification Application.

1. Click on Learning at the top right of the acsi.org website.



2. Click the orange "Update/View My Profile" button.

This is where you can check for any prior accounts, update your contact information, and make sure any prior certifications you've held with us were brought over into this new system.



3. Check to see that you do not have a duplicate/prior account!

This is important to ensure we do not have duplicate accounts for you and that all of your information is in one place. Click the "Find my account by e-mail address" radio button, enter any previous school email addresses, and click the **blue "Find My User Account" button.**

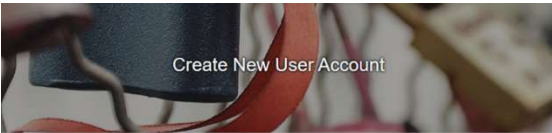
A screenshot of the account recovery form. It starts with the question 'Do you need help signing into our site?'. Below it are three radio buttons: 'Find my account by e-mail address' (selected), 'I forgot my password', and 'Contact ACSI Care Team'. A red arrow points to the first radio button. Below the radio buttons is a text input field for 'Please give us up to 3 e-mail addresses to use in searching for your account.' followed by three separate input fields labeled 'E-mail Address 1', 'E-mail Address 2', and 'E-mail Address 3'. A red arrow points to the 'E-mail Address 3' field. At the bottom is a blue button labeled 'Find My User Account' with a red arrow pointing to it.

NOTE: If you find that you have duplicate accounts, please contact us at certification@acsi.org so that we can merge them into one for you.

4. If no account is found, THEN please click the radio button beside "Create New User Account".

A screenshot of the account creation options. It starts with the question 'Do you need help signing into our site?'. Below it is the text 'We were unable to locate your account'. There are two radio buttons: 'Try again with different identification' and 'Create a New User Account' (selected). Below the radio buttons are two buttons: 'OK' and 'Cancel'.

5. Fill in the information requested:



Create New User Account

Welcome! If you've never created an ACSI account please use this form to create one today. Member school administrators have likely created an account for you. Inquire within your organization to get your login credentials, or contact ACSI Care Team for assistance: careteam@acsi.org 800.367.5391

A strong password should have: length = 8, numeric characters = 1, upper case characters = 1, lower case characters = 1, symbol characters = 1.

First Name Last Name


Enter E-mail Confirm E-mail

Create Password Confirm Password

Secret Question (Retrieve Password): Secret Answer

What is the name of your favorite pet?

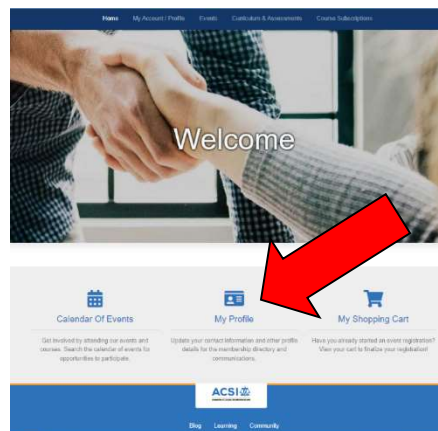
Before creating your account we need to verify that you are a real person. To confirm that you are really seeing this screen please type the characters you see in this image into the box below it:



If you can't read the characters click here to generate a new image.

[Create New Account and Sign In](#) [Cancel](#)

6. Click on My Profile



7. Scroll down towards the bottom of the page and click the radio button next to **"Grant Access to Certification"** to Yes.

About Me

Your ACSI IDs

Your Practitioner ID

Your School or Organization Account #

ACSI Certification Information

ACSI Certification ID

Grant Access to Certification? ☒ Yes ☐ No

Maiden Name or other names known as (for transcript reference)

Personal Information

Birthday

Gender