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.

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”.

   Do you need help signing into our site?
   We were unable to locate your account
   ☐ Try again with different identification
   ☐ Create a New User Account

   OK  Cancel
5. Fill in the information requested:

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.