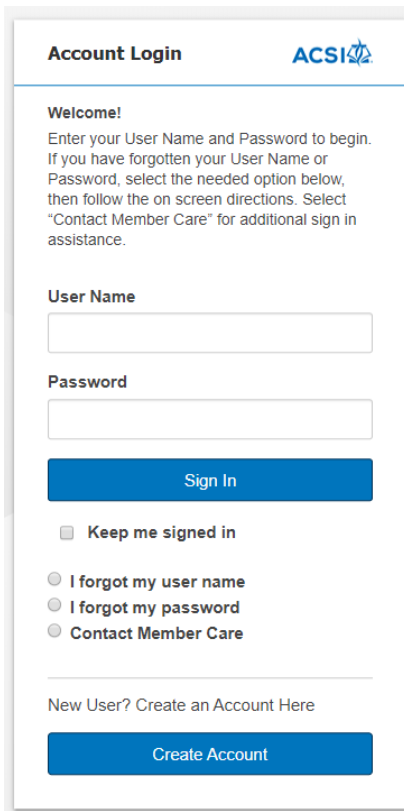


## **HOW TO ACTIVATE YOUR VIRTUAL PROFESSIONAL PORTFOLIO (VPP)**

*If you are on an ACSI member school roster, you have a personal VPP and a Practitioner ID*

### STEP 1:

To access your VPP please log into [your.acsi.org](http://your.acsi.org) with your email as your Web Login Name. If you have not yet set up your password in our system, select “*I Forgot My Password,*” enter your email address, and click “*Find My User Account.*” Allow approximately 15 minutes to receive the password reset email. If you have not received the password reset email within 15 minutes, check your Spam/Junk folder. If you are having trouble receiving the password reset email you may be able to log in using your email address as the Web Login Name and your Practitioner ID as the Web Login Password. If you do this, be sure to reset your password once you have accessed your account.

The image shows a screenshot of the 'Account Login' page for ACSI. At the top left, it says 'Account Login' and at the top right is the ACSI logo. Below the header, there is a 'Welcome!' message followed by instructions: 'Enter your User Name and Password to begin. If you have forgotten your User Name or Password, select the needed option below, then follow the on screen directions. Select "Contact Member Care" for additional sign in assistance.' There are two input fields: 'User Name' and 'Password'. Below these is a blue 'Sign In' button. Under the 'Sign In' button is a checkbox labeled 'Keep me signed in'. Below the checkbox are three radio button options: 'I forgot my user name', 'I forgot my password', and 'Contact Member Care'. At the bottom, there is a link 'New User? Create an Account Here' and a blue 'Create Account' button.

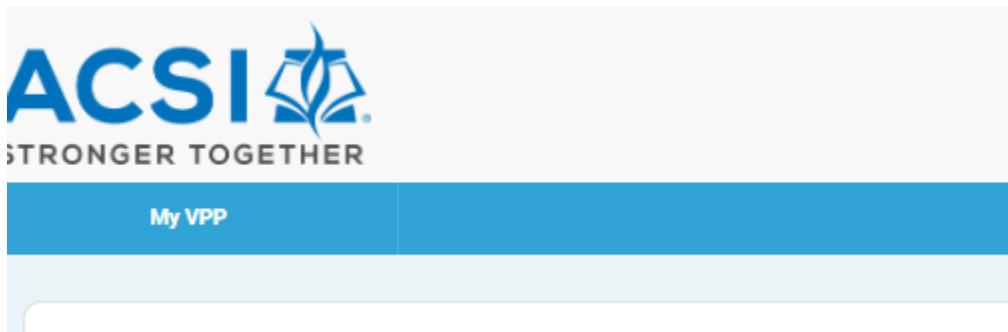
If you are still having trouble accessing your account, please contact our Member Care Team at: [member\\_care@acsi.org](mailto:member_care@acsi.org)

STEP 2:

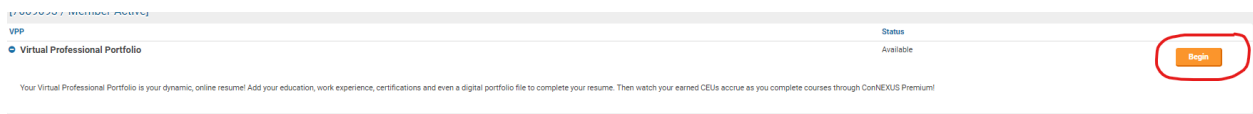
Click on the word “Learning” on the top blue bar which will take you to your “My VPP”.



You will now see your “My VPP” tab.



You must click on the orange “Begin” tab to activate your VPP.



If you are still having problems or have questions, please contact the [ACSI CEU Coordinator](#).