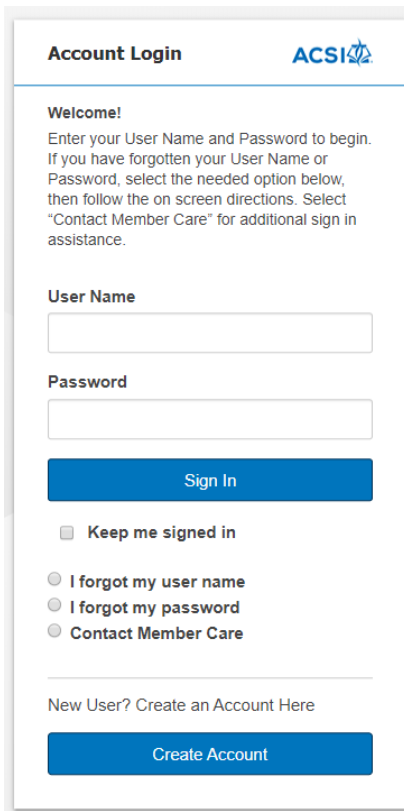# HOW TO ACTIVATE YOUR VIRTUAL PROFESSIONAL PORTFOLIO (VPP)

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 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.

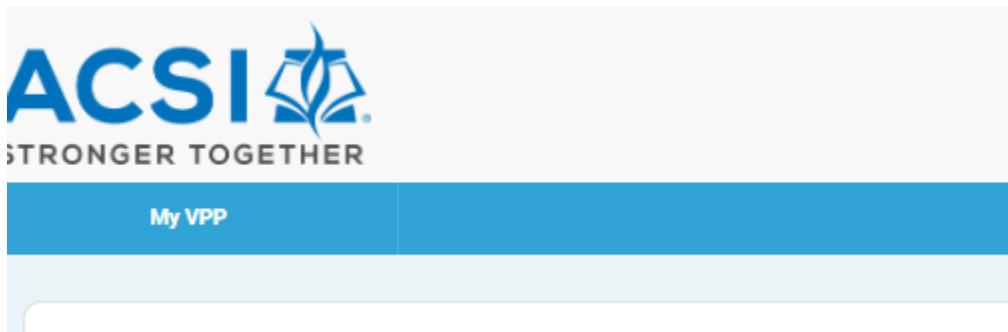
If you are still having trouble accessing your account, please contact our Member Care Team at: member_care@acsi.org
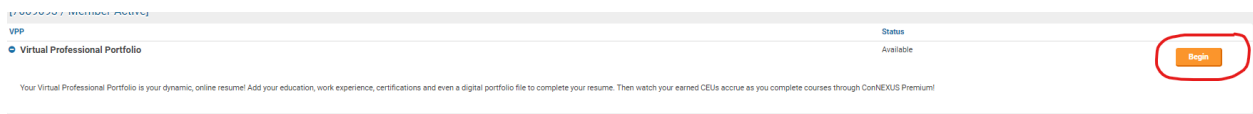
STEP 2:

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.