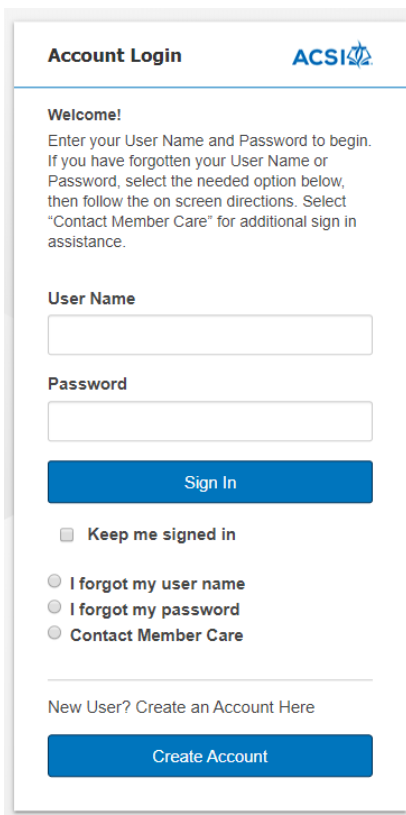


HOW TO FIND YOUR VIRTUAL PROFESSIONAL PORTFOLIO (VPP)

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 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 screenshot shows the ACSI Account Login page. 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. Underneath the 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 of the form, 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: careteam@acsi.org

STEP 2: Log into your VPP

Click on the word “Learning” on the top blue bar. This has recently changed so you will see the *System Change* message. Please click on the second choice.

System Change

Access VPP and perform school admin, coach, or provider functions by selecting “View & Manage CEUs”.

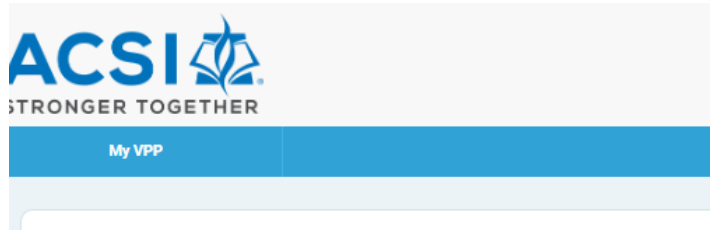
Access the new ACSI Professional Development platform where you can browse our course catalog (replacing ConNexus Premium) and enroll in courses with your ACSI PD subscription by selecting “Take Online Courses”.

Take Online Courses 









View & Manage CEUs 



You *might* be asked to provide your login information into the Learning Community. After providing that information, you will see your “My VPP” tab. Click on this to be taken to your VPP.



To locate your earned CEUs look under the “Continuing Education” category.

Continuing Education					24.34 CEUs Earned
Show More Instructions Click the [+] to see your activities.					Go to Premium Courses
Course Title	Completion Date	CEUs	CEU Type	Next Step	
NEXUS Live 2012	10/19/2012	1.50	Educational	CEU Earned  	
NEXUS Live 2013	10/18/2013	1.50	Educational	CEU Earned  	
NEXUS Live 2014	10/17/2014	1.50	Educational	CEU Earned  	
Sticky Faith: Practical Ideas to Help Young People's Faith Last	1/19/2016	0.16	Bible	CEU Earned  	

If your VPP has never been activated, you will see an orange “Begin” tab Just click on that and you will be active.