

# HOW TO FIND YOUR PERSONAL VIRTUAL PROFESSIONAL PORTFOLIO (VPP)

## 1. Go to <https://www.acsi.org/professional-development>

The screenshot shows the ACSI Professional Development website. The main navigation bar includes 'Menu', 'Learning', 'Accreditation/Certification', 'Membership', 'Store', 'Educational Resources', 'Career Center', 'Find a School', 'Contact Us', and 'Donate'. The page title is 'ACSI Online PD - Subscriptions'. The content area features a sidebar with various subscription options, a main section titled 'ACSI Online PD - Subscriptions' with a list of benefits, and a right-hand sidebar with 'Funding Options & Financial Assistance' and 'Account Management'. A prominent orange button labeled 'View & Manage CEUs' is visible, and a red arrow points to a blue button labeled 'ACCESS YOUR VIRTUAL PROFESSIONAL PORTFOLIO'.

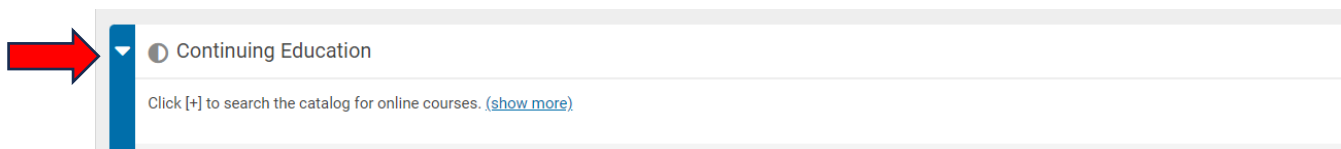
## 2. Log into the Learning Platform

The screenshot shows the ACSI login and account creation forms. The 'Sign In' form includes fields for 'Username / E-mail' and 'Password', a checkbox for 'Keep me signed in if I close the browser', and a 'Sign In' button. Below the form is a link for help: 'Do you need help signing into our site?' with options to 'Find my account by e-mail address', 'I forgot my password', and 'Contact ACSI Care Team'. The 'Create User Account' form includes a welcome message, a 'First Name' field, a 'Last Name' field, 'Enter E-mail' and 'Confirm E-mail' fields, and 'Create Password' and 'Confirm Password' fields. A red arrow points to the 'Sign In' form.

3. Your VPP and Certification Information is now in “CEUs/Certification” . Click here.



4. Scroll down and click on Continuing Education to expand your VPP so everything can be viewed.



5. Scroll down to find the course and click on the 3 dots (...) to the far right.

Course Title	Completion Date	CEUs	CEU Type	
NEXUS Live 2012	10/19/2012	9	Educational	✓ CEU Earned ...

6. Choose “View Activity Completion Certificate” to print your CEU certificate.

