MEMBERSHIP INSTRUCTIONS

To start using your membership, please follow the instructions below:
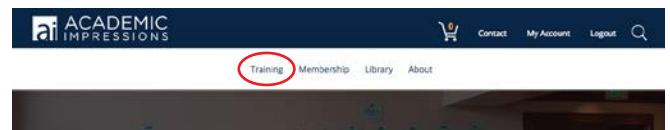
1

Go to www.academicimpressions.com and click the **Create Account/Login** link at the top right

If you have not already created an account, please register using your institutional email address – the system will automatically recognize any memberships tied to your domain name after you register your account.

After logging in, ensure you see the **My Account** link at the top of your screen which will verify your login was successful.

2

After logging in, you can now view trainings by navigating to the **Training** page.

3

Next, select the box that says, "Included with My Membership" on the left. This will ensure that only events included in your membership are shown.

Memberships

☑ Included with My Membership

4

All training material — conferences, webcasts, digital recordings, and articles — will now be displayed. You can refine your search by Topic or Format by selecting the options on the Left.

> If you just want to see the online events included, please be sure to select: Webcast and Digital Recording on your left – this will show both upcoming and past trainings included in your membership
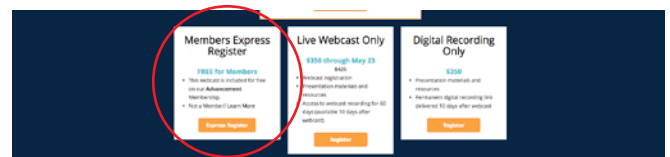
Format

☐ Articles & Reports (697)
☑ Digital Recording (406)
☐ Conference (30)
☑ Webcast (24)
☐ Book (22)
☐ Campus Workshops (8)
☐ Membership (7)
☐ Assessment (5)
☐ Executive Coaching (2)

5

Click on the event you're interested in viewing. On the next page, click the blue **Express Register** button. If the event is upcoming, you will be automatically registered for the webcast. If the event has already occurred, you will be taken directly to the viewing area.

6

If you are ever unsure if an event is included in your membership, click on the **Members Express Register** box on the event page, which will list which membership(s) receive the webcast for free.

If you have any questions about accessing member information, please call our office at 720.488.6800 or email us at membership@academicimpressions.com

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