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# Accessing Your Online Membership

## Academic Impressions Online Membership

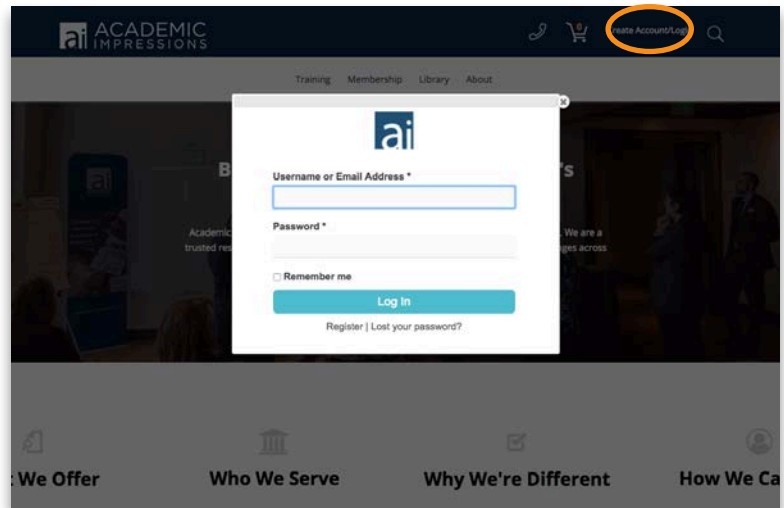
- Dozens of hours of online training specific to higher education and leadership
- Library of hundreds of articles, tools, and resources
- Free access to all upcoming, higher education online trainings included in your membership
- Participate as a team or individually
- Access online training at your convenience

# Create a free account/login using your email address

<https://www.academicimpressions.com>

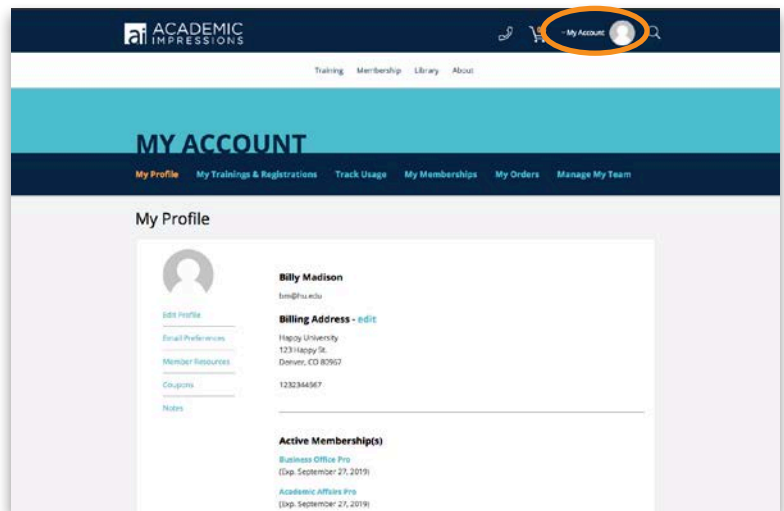
Each individual user must create their own personal account to take advantage of their institution's membership.

To ensure that your personal account successfully connects to your institution's membership, please be sure to use your work email address when creating your account.



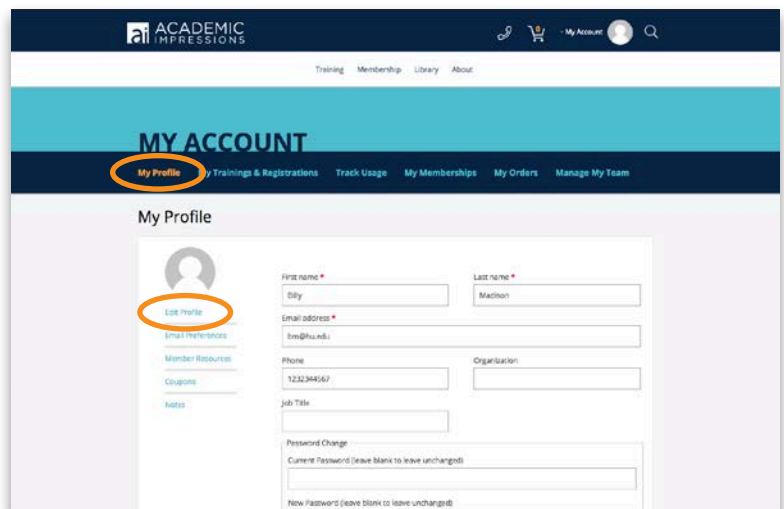
## My Account Dashboard

Once you've logged in to your personal account, you can rely on the **My Account** section to review information surrounding your account.



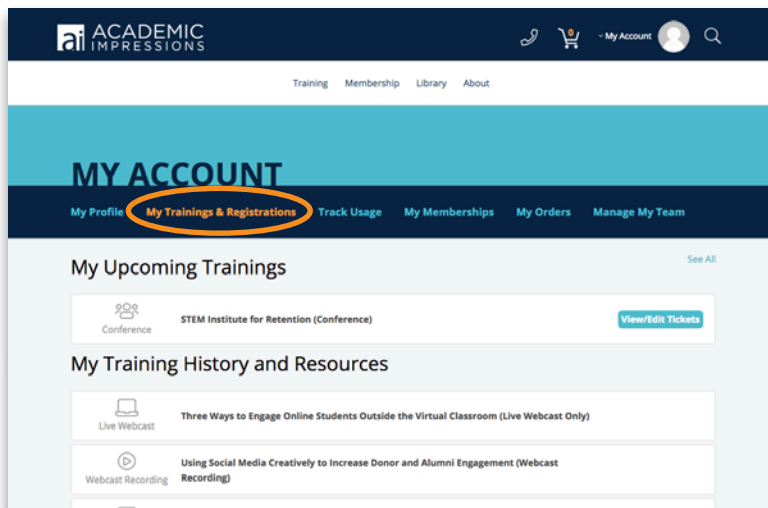
## My Profile

To **change your password**, visit the **My Profile** tab and select the **Edit Profile** option.



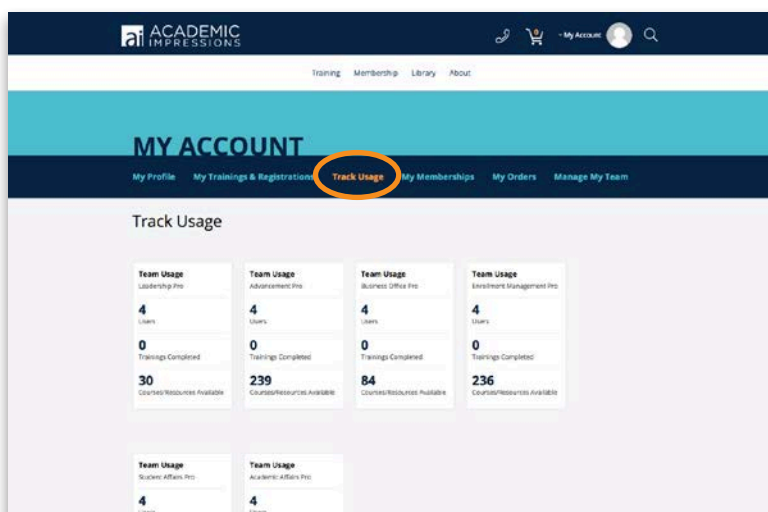
## My Trainings & Registrations

By selecting the **My Trainings & Registrations** tab, you can review the upcoming conferences and webcasts that you're registered for, as well as webcast recordings and the online trainings you've participated in previously.



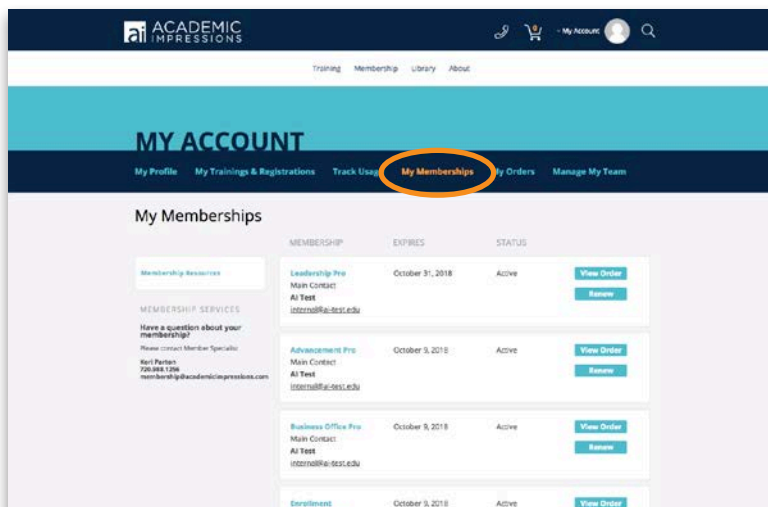
## Track Usage

You now have the ability to track your team's utilization of the membership within the current membership term.



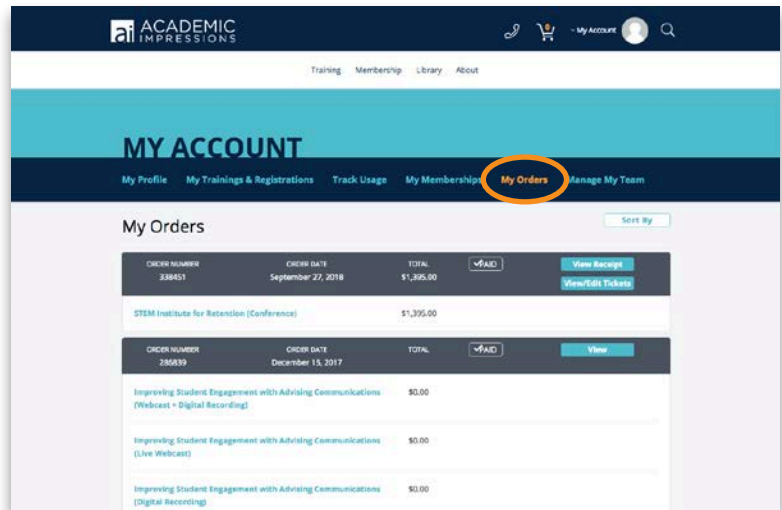
## My Memberships

By selecting the **Memberships** option in the **My Account** section, you can review specific details surrounding your institution's membership(s) such as membership type and terms.



## My Orders

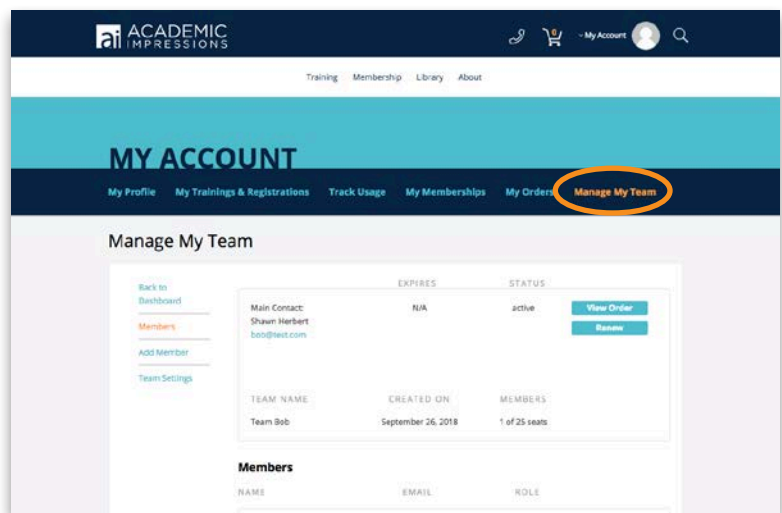
Select the **My Orders** tab to find information surrounding the status of your payments, to submit a payment with a credit card, or to review invoices and payment receipts.



## Manage My Team

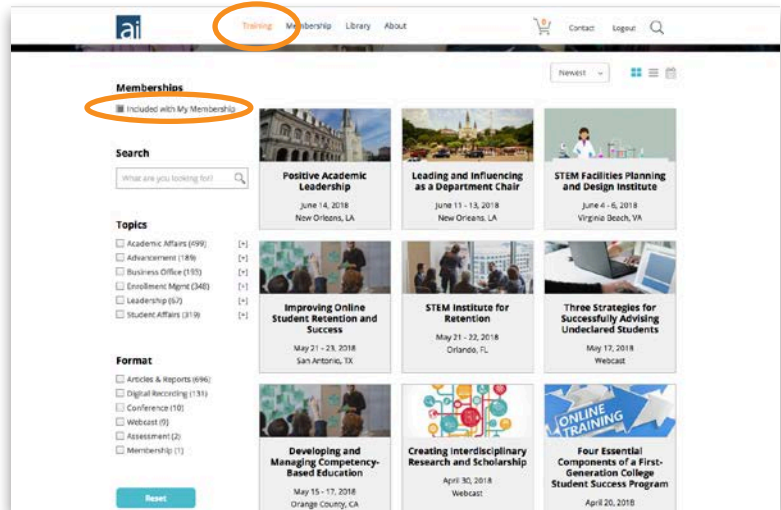
(Team Leaders Only)

The Team Leader can use the **Manage My Team** tab to add members and manage your team.



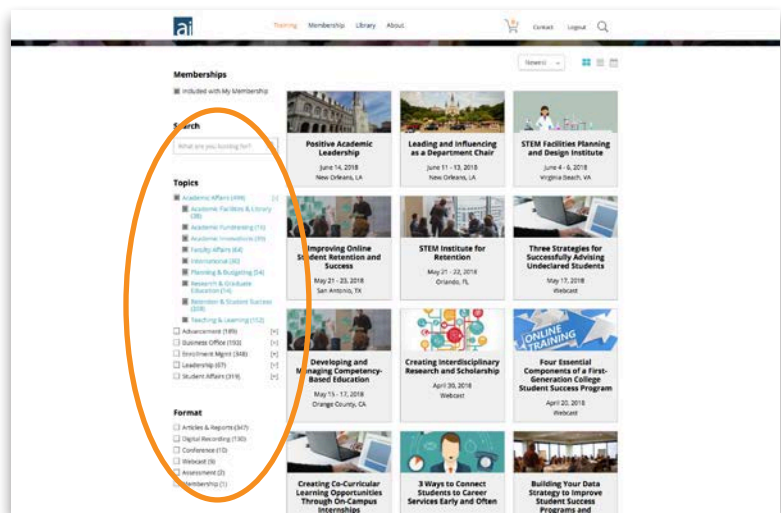
# Training Page

You can select the **Included with My Membership** filter option to easily browse trainings that are **FREE** to view with your institution's membership.



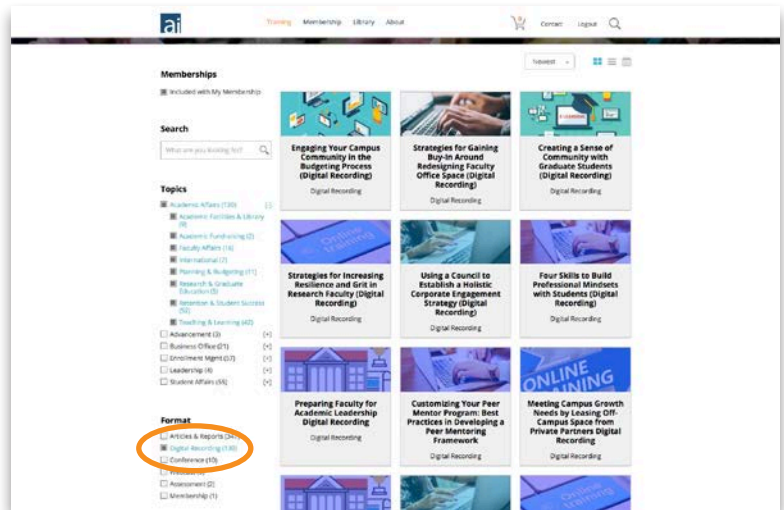
Search by keyword or filter by topic and format.

If you are interested in a specific topic or format, you can utilize the additional filter options to help narrow down your search results.

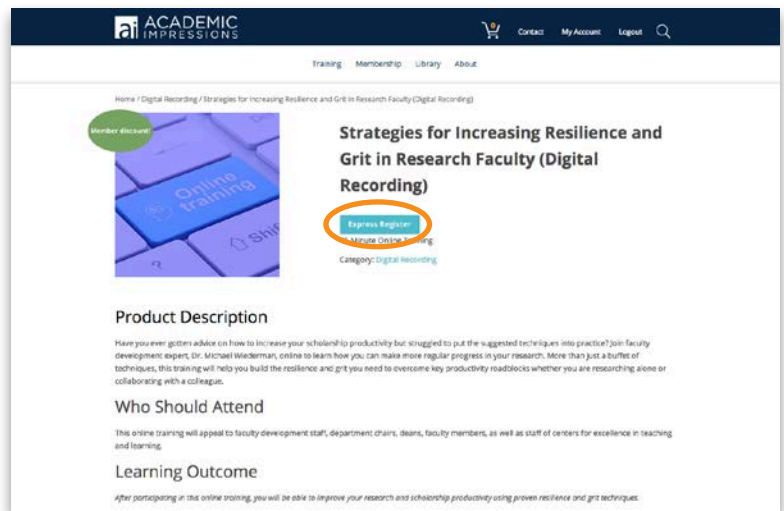


# Webcast Recordings

Webcast Recordings that are included with your institution's membership(s) are available to view on-demand at no cost!

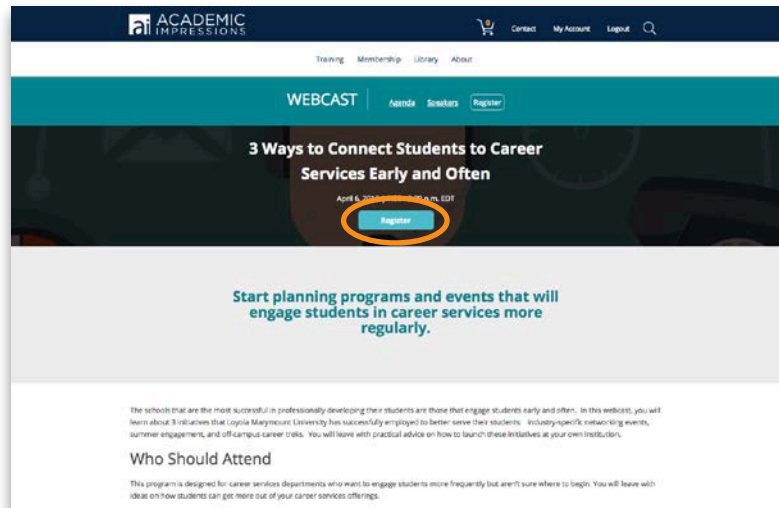


Click **View Now** and the online training will begin. Access it any time by visiting the **My Account** section and selecting **Orders**.



# Upcoming Webcast

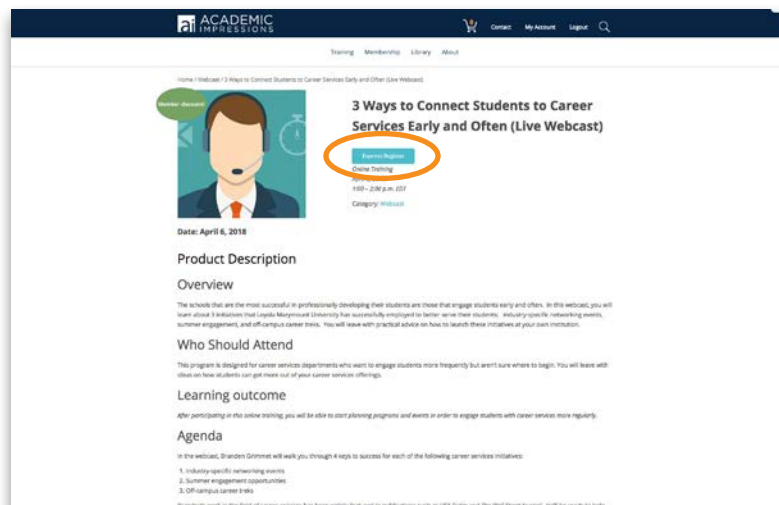
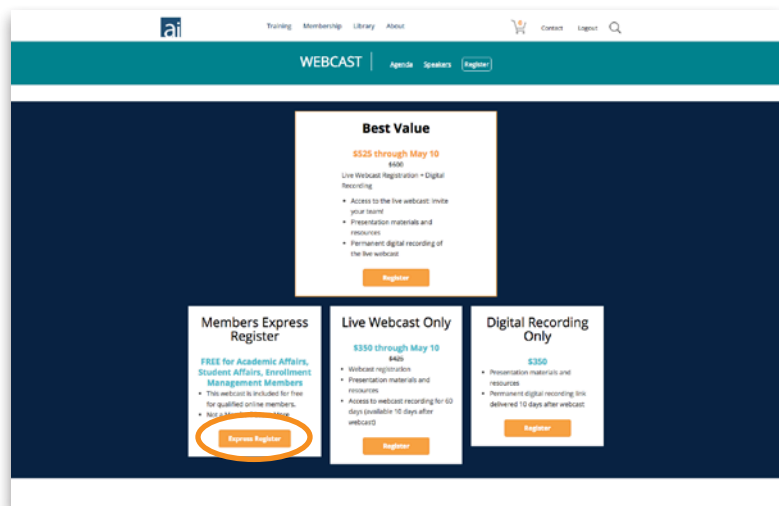
Register for an upcoming webcast.



Members register here.

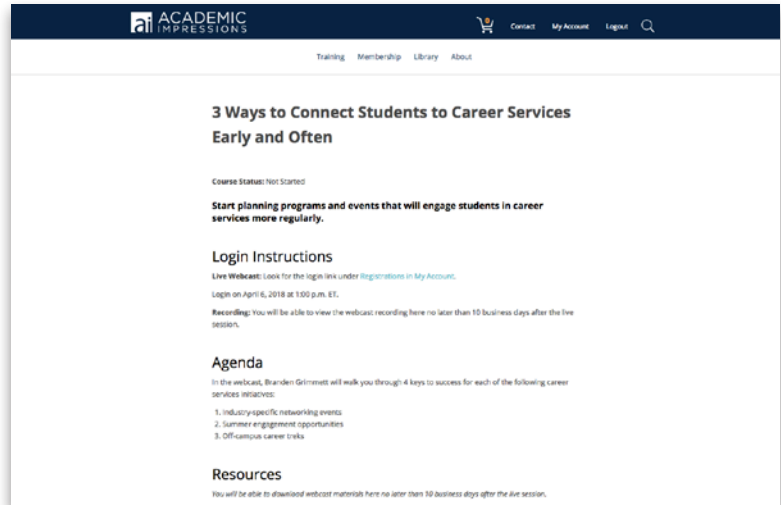
To register for an upcoming live webcast that is included with your institution's membership, select the orange **Express Register** button.

If you're unsure about whether or not a training is included with your membership, you can find this information in bold in the **Members Express Register** box.



## Registered!

You will see all upcoming webcast login instructions in **My Account** under **My Trainings & Registrations**. (You will also get emailed login instructions 3 days before the live webcast, and again 1 day before.)



# Want Help? Just reach out!

**Kori Parton**

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