

# MEMBERSHIP INSTRUCTIONS

To start using your membership, please follow the instructions below.

## 01 Creating & Logging Into Your Account

- Go to [www.academicimpressions.com](http://www.academicimpressions.com) and click the **Create Account/Login** link at the top right.
- If you do not already have a personal account created, please register using your institutional email address. The system will recognize you as a member if your team already has a membership.
- After logging in, ensure you see the **My Account** link at the top of your screen which will verify your login was successful.
- Click on **My Profile** under the drop down menu. In this section, you can manage your personal information. You can also see key information about your account, like who your Academic Impressions Account Manager is and when your membership expires.
- You can also input your **Five Paths to Leadership<sup>SM</sup>** results for easy reference later. Just click the **Add My Scores** button at the top of the **My Profile** page, and then enter the numbers under each path.

## 02 Navigating Your Account

- Under **My Trainings and Registrations**, you can see the upcoming live events and on-demand trainings you've previously accessed. A progress bar will show how much of the course you've completed.
- To sign up for a training, first login to your account, hover over **Start Learning** and explore one of our training areas on a specific topic.
- Alternatively, you can select **See All Training Areas** to be taken to our main Trainings page.

## 03 Navigating The Website

- Once you're on the **Trainings Page**, navigate to the live or on-demand program you are interested in.
  - You can use the slider at the top to explore training topic areas.
  - Underneath, in the search bar you can:
    - Select the training format (for example Live Online Learning or On-Demand Learning)
    - Search for specific keywords

## 04 Registering for Live and On-Demand Events

- Once you select a training, you will see a \$0 amount and an **Express Register** button. If you do not see this, make sure to login.
- Once you are registered, the page will refresh and you will see the **Important Links** to get started on your training.
- Clicking View in **My Account** will take you the **My Trainings and Registration** area of your account.

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### To Purchase a Book, Conference, Bootcamp, or Roundtable

- Navigate to the program or product you would like to purchase. For in-person events, you will be directed to fill out a form with your attendee details.
- Click the **Purchase** or **Add to Cart** button on the product page.
- The page should refresh to show your cart, or you can click the **Cart icon** link at the top right, next to **My Account**. Add in a coupon code if you have one, and then proceed to checkout.

If you have any questions about accessing member information, please contact your Account Manager, email us at [membership@academicimpressions.com](mailto:membership@academicimpressions.com), or call us at 720.488.6800.