Online Registration Process

Step 1:
Enter your myAACSB login details.

If this is your first visit to the new AACSB Member Portal, please select “I forgot my password” to set your new password.

Do you need help signing into our site?
- Find my account by email address
- I forgot my password
- Contact member service

Then you will enter in the email address or username that is associated with your account. Then click “Find My User Account”.

Please enter EITHER your e-mail address OR your user name. We will use this identification to locate your user account so we can get you signed in quickly and easily.
Click “OK” once you receive the message below. This is important as the system will only send your password reset link after clicking “OK”

After this step you will receive a message stating that your reset password link has been sent to your email.

*Your Reset Password E-mail Has Been Sent*
We have sent you an e-mail with a link that you can use to reset your password, and sign in. Please note that this link will only be valid for 30 minutes. If you need more time, repeat the sign in help process. The e-mail has been sent to:

**Step 2:**

**Navigating to Event Registration**

Once logged in you will go to the top of the page and click “Events”

You will then click the “Calendar of Events” link to view a listing of all our current and upcoming events.
Next, you will find and select the event you wish to attend. You can do this by typing the name of the event in the search bar OR browsing down the list and selecting the link for your desired event.

Step 3:
Completing Registration

Once you have selected the event you wish to attend you, will click the “Register Online” button.
Then you will select the radio button “Register me” if you intend on registering yourself for the event or the button “Register someone else (At your organization)” if you intend or registering a colleague for the event. Once the selection is made you will then click “Start Registration”

![Registration buttons]

**Please Note:** If a 3rd registrant discount ($100 of every third and subsequent registrant) applies for this event, please be advised that a minimum of two PAID and PROCESSED registrations for the same event are required before the discount will apply. If you don’t see a discount applied to your registration fee, this means the minimum requirement has not been met. See the event website for further details.

**Please Note:** If you intend on registering someone else from your organization, you should first check to see that they have a myAACSB account. You can do this by selecting the “Register someone else (At your organization)” button and begin typing their name in the box. If their name does not populate this means that they do not have an account.

![Registration interface]

Start Registration

- Register me
- Register someone else (At your organization)

To identify the registrant, just start typing. When you have entered at least 3 characters, you will see a list of matching names associated with your organization that you can select from.
After you have clicked the “Start Registration” button, you will be brought to the event registration page. On the first page of the registration you will enter in the registrant’s information. Upon completion you will go to the bottom of the page click “Save” and then click “Next Step.”

You will then be brought to the guest registration page if applicable. If there are no guest registrations for that event, you will be directed to the checkout screen.

**Step 4:**

**Checkout**

Once on the check out page of the registration, you will first see a registration summary page where you can review the current registration to ensure that all details are correct. Once you have confirmed that all your registration details are correct you will click the “Checkout” button.
After clicking the ‘Checkout’ button, if you wish to register additional individuals for the event or register for any other events, you will click the ‘Calendar of Events’ link at the bottom of your page and repeat steps 2-4 for the other registrants/events.
Step 5:

Payment

Once all the registrations have been completed you will click the “Express Checkout” button to proceed to payment.

Please note: If you need to update your billing address you will click ‘Next’ at the bottom of your screen instead of the “Express Checkout” button. This will bring you to the page where you can edit your billing address.
Once you have clicked the “Express Checkout” button you will be brought to the payment information page where you will enter in your credit card information. After you have completed this portion, you will click “Submit” at the bottom of the page and your registration(s) will be complete.

If you have specific questions regarding registration, please contact our registration staff at registration@aacsb.edu or +1 813 367 5219. If you are emailing regarding a specific issue, please include a screenshot when possible to help facilitate with troubleshooting the issue.