



Online Registration Process

Step 1:

Enter your myAACSB login details.

Sign In or Create an Account

Please sign in or create a new user account. If your login information is displayed below, then you are already logged in.

Login

Email:

Password:

Remember me
Uncheck if on a public computer

[Login](#)

[Forgot your password?](#)
[Create an account](#)

[Not a registered user yet?](#)

If you are a new visitor and do not already have a username and login, please register and create a new account.

[Register](#)

To check if you already have an account, select “Register” and enter your school email address.

Have an account already?

Please enter your email address below to see if your record exists in our system. If a match is found and you have forgotten your password, you may request a new one.

Email:

[Search](#)

You will receive one of the following results:

Result #1 – Your account was found

Account Search Result

Record Found

A record was found matching the email address you entered:

[Log in now](#)
[Forgot Password](#)

If you know your password, select “Log in now” and proceed to **Step 3**.

If you have forgotten your password, select “Forgot password”. A temporary password will be emailed to you. If you don’t receive it within minutes, please check your spam folder in case the email landed there. Once you have changed your password, you will be able to log in.

Result #2 – Your organization’s account was found

Account Search Result

Searched Organizations

Organization	Address	
AACSB International	777 South Harbour Island Boulevard, Suite 750 Tampa FL 33602 United States	Register with this organization

Select “Register with this organization” and proceed to **Step 2**.

Result #3 – No results found

Account Search Result

Searched Organizations

Organization	Address	
No matching result was found.		
Register Now!		

Select “Register Now” and proceed to **Step 2**.

Step 2:

Complete the new visitor registration form.

New Visitor Registration | [Create an Account](#)

Personal Information

Prefix:	<input type="text" value="Please select"/>
First name:	<input type="text"/>
	Required
Middle name:	<input type="text"/>
Last name:	<input type="text"/>
	Required
Suffix:	<input type="text" value="Please select"/>
Organization:	<input type="text"/>
	Required
Title:	<input type="text"/>

Complete all the fields, select “Continue”, and proceed to **Step 3**.

If you have never registered for an event or do not have a profile with AACSB under *your organization*, you will need to create an account.

Please note: Before you create a new organization, please confirm with your school representative that they are not yet affiliated with AACSB. If the school’s name is entered incorrectly, you will not be able to complete the registration.

Step 3:

Complete the event registration form.

Event Registration | Add Registrants

Registrant Information

SM-2017 November Business Accreditation Seminar Lisbon

Start date: 11/20/2017

End date: 11/21/2017

Location:

DoubleTree by Hilton Hotel Lisbon - Fontana Park

Rua Eng Vieira da Silva 2

1050-105 Lisbon

Portugal

Select your organization
from dropdown menu:

No Group

* If you are the first registrant for your organization, "no group" will be the only option.

Add Registrant

Registrants

Registrant

Balance

Select "Add Registrant". If you select "Save & Register for Another Event" or "Add to Cart" prior to adding a registrant, you will receive an error message.

Complete the fields of the event registration form.

Group Event Registration | Register an Individual

Event: SM-2017 November Business Accreditation Seminar Lisbon

Available: 43

Registrant Information

Registrant name: Please select

Required

*Note: If an individual is not listed as an option in the registrant dropdown they may already be registered for the event, please contact registration@aacsb.edu or +1 813 367 5219 to verify registration.

How did you hear about
this event: Please select

Badge Information

Your name will be printed as displayed below:

Please note: If a registrant's name is not included in the drop-down menu under "Registrant name", he/she does not have a profile. Please search for the registrant's email address as indicated in **Step 1** and proceed to **Step 2** to create his/her profile. Be sure to log out of your account before you create a new profile for another registrant. Once you complete this process, the registrant name will appear in the drop-down menu of the registration form.


If you *are* adding subsequent registrants, select "Add Another Registrant".

If you *are not* adding another registrant, select "Save Registration".

After you add all the necessary registrants, select "Add to Cart" and proceed to **Step 4**.

If you want to register for another event, select "Save & Register for Another Event".

Registrant Information


Please select 

Required

Start date:

End date:

Location: DoubleTree by Hilton Hotel Lisbon - Fontana Park
Rua Eng Vieira da Silva 2
1050-105 Lisbon
Portugal

Select your organization from dropdown menu: 

* If you are the first registrant for your organization, "no group" will be the only option.

Select the event name from the "Please select" drop-down list and follow the process to add a registrant. Once you're done, select "Add to Cart" and proceed to **Step 4** to view and pay for all your event registrations.

Step 4:


Continue to shop or check out.

Online Store Shopping Cart

Shopping Cart | View

[Continue to Shop](#)

[Check-Out](#)

Line Items			
Item	Quantity	Net total	Discount:
 2017 November Business Accreditation Seminar Lisbon: Early Member	<input type="text" value="1"/> <small>Required</small>	895.00	0.00

Cart Total

Subtotal: **895.00**

Total discount: 0.00

Total: **895.00**

Discounts

Discount:

[apply](#)

Discounts applied:

[Continue to Shop](#)

[Check-Out](#)

If you want to browse our online store, select “Continue to Shop”.

If you are ready to pay, select “Check-Out” and proceed to **Step 5**.

Step 5:
Enter your billing and payment information.

Shopping Cart | Payment

Billing Information

Bill to:

Billing contact:

Pick your billing address:  

Required

Payment Information

Payment amount: **895.00**

Payment method:

Required

Cardholder's name:

Required

Credit card number:

Required

Expiration date:

Required

Invoice total: **895.00**

Select "Continue" at the bottom of the page and proceed to **Step 6**.

Step 6:
Select "Submit Order" to complete your registration(s).

Shopping Cart | Confirm your order

Edit Cart

Edit Payment

Submit Order

Order is not complete. Press "Submit Order" to complete.

Line Items

item	quantity	discount	net total
2017 November Business Accreditation Seminar Lisbon: Early Member	1	0.00	895.00

Billing/Shipping Information

Payment Information

Payment amount: 895.00

Payment method: Discover/MasterCard/Visa-TD

Cardholder's name: Jane Smith

credit card display: 12*****1234

Expiration date: 2018/10

send confirmation to:

If you have specific questions regarding registration, please contact our registration staff at registration@aacsb.edu or +1 813 367 5219. If you're emailing regarding a specific issue, please include a screen shot when possible to help facilitate the solution.