

# AACSB

## Online Registration Process

### Step 1:

Enter your myAACSB login details.

### Sign In

Username

Password

Keep me signed in if I close the browser

Welcome to AACSB's New Member Portal

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”.

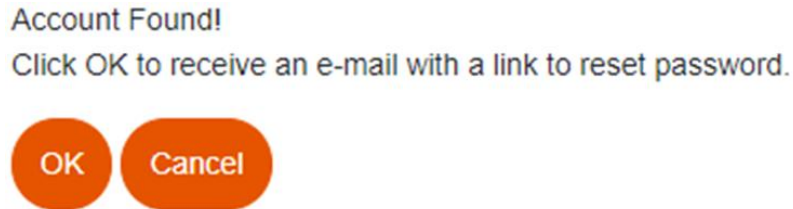
Please enter EITHER your e-mail address OR your user name. We will use this identification to locate your user account so we can get you signed in quickly and easily.

E-mail Address

OR User Name, if different

Find My User Account

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.

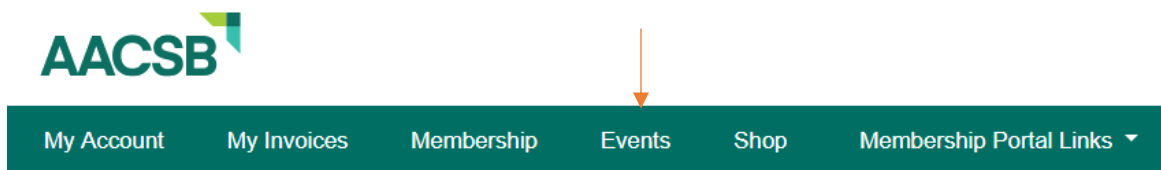
#### Your Reset Password E-mail Has Been Sent

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.



#### CALENDAR OF EVENTS

View a listing of all of 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.

Search our Calendar of Events

Name

Meeting Type  Topic

[Search](#) [Clear Filters](#)

**Start Date: Thursday, June 20, 2019**

Thursday, June 20, 2019 8:00 AM - Saturday, June 20, 2020 8:00 AM **RW-2019 June Planning for AACSB Accreditation: Eligibility Application Recorded Webinar**

**Start Date: Wednesday, June 26, 2019**

Wednesday, June 26, 2019 8:00 AM - Friday, June 26, 2020 8:00 AM **RW-2019 June AACSB Initial Self-Evaluation Report and Mentor Relationship Recorded Webinar**

**Start Date: Monday, August 19, 2019**

Monday, August 19, 2019 8:00 AM - Tuesday, August 20, 2019 5:00 PM **SM-2019 August Business Accreditation Seminar Hyderabad** Hyderabad Marriott Hotel and Convention Center Hyderabad,

**Start Date: Wednesday, August 21, 2019**

Wednesday, August 21, 2019 8:00 AM - Wednesday, August 21, 2019 5:00 PM **SM-2019 August Accreditation Eligibility Workshop Hyderabad** Hyderabad Marriott Hotel and Convention Center Hyderabad,

**Start Date: Monday, August 26, 2019**

Monday, August 26, 2019 8:00 AM - Monday, August 26, 2019 8:00 AM **SM-2019 August Assurance of Learning I Brisbane** Hilton Brisbane Brisbane, Queensland

**Start Date: Tuesday, August 27, 2019**

Tuesday, August 27, 2019 8:00 AM - Tuesday, August 27, 2019 8:00 AM **SM-2019 August Assurance of Learning Seminar II Brisbane** Hilton Brisbane Brisbane, Queensland

### Step 3:

### Completing Registration

Once you have selected the event you wish to attend you, will click the “Register Online” button

#### SM-2019 August Assurance of Learning I Brisbane

Hilton Brisbane, Brisbane, Queensland [Visit Website](#)

Monday, August 26, 2019 8:00 AM - 8:00 AM [Calendar](#)

Assurance of Learning (AoL) is an ongoing and valuable process with continuous improvement at its core. If you are trying to figure out how to create an effective AoL process, this seminar will give you the confidence and the necessary tools to move forward. Focusing on Standard 8: Curricula Management and Assurance of Learning of the AACSB Accreditation Standards, the seminar facilitators will go through the entire AoL process step by step which will help you gain a clear understanding of assessment, learning goals, learning objectives, data collection, rubrics, and so forth. The seminar will also provide a variety of regional resources and examples based on where it is offered. Using this information, you will have an opportunity to practice what you have learned with your peers in order to further develop a working knowledge of how to create the best AoL process for your school.

Hilton Brisbane [Visit Website](#)

Hilton Brisbane  
190 Elizabeth Street  
Brisbane Queensland  
04000  
Australia

[Register Online](#)



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”

Register me  
 Register someone else (At your organization)

→

**Please Note:** If a 3<sup>rd</sup> 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.

### 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.

tes|

Tester, Test

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.”

**SM-2019 August Assurance of Learning I Brisbane**  
Monday, August 26, 2019 8:00 AM - 8:00 AM  
Registrant: Fitz, Anissa

1 REGISTRANT 2 GUESTS 3 CHECKOUT

Select Registration Level

You are preselected for: Attendee \$895.00

How did you hear about this event?

Please describe any special accommodations required.

Registrant Information

ANISSA  
Fitz, Anissa  
Associate, Accounting  
AACSB International  
777 South Harbour Island  
Boulevard, Suite 750  
Tampa, FL 33602

Dietary Restrictions

DEMOGRAPHICS

Dietary

Dietary Restriction Explanation

< Previous 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.

## SM-2019 August Assurance of Learning I Brisbane

Monday, August 26, 2019 8:00 AM - 8:00 AM

Registrant: Fitz, Anissa

1

REGISTRANT

2

GUESTS

3

CHECKOUT

### Registration Summary

Fitz, Anissa [Edit](#)

Attendee

Associate, Accounting

AACSB International

777 South Harbour Island Boulevard, Suite 750

Tampa, FL 33602

**Total: \$895.00**

[See questions](#) [Details](#)

**Total for all registrants and guests: \$895.00**

[← Previous](#)

[Checkout →](#)

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.

### Add to your Cart



Product Catalog



Calendar of Events



Subscriptions

## Step 5:

### Payment

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

### Order Summary

1 Item selected

<b>Purchase</b>	<b>\$895.00</b>
<b>Subtotal</b>	
Sales Tax	<b>\$0.00</b>


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<b>Order Total</b>	<b>\$895.00</b>
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**Billing Address** [Change >](#)

Anissa Fitz  
777 South Harbour Island  
Boulevard, Suite 750  
Tampa, FL 33602

 Express Checkout

**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.

SHOPPING CART BILLING ADDRESS SHIPPING ADDRESS PAYMENT CONFIRMATION

Please select the address you want to bill this purchase to, or add a new address.

### Billing Address

**AACSB International** Selected Edit Bill to this Address

Bill To Attention Anissa Fitz  
777 South Harbour Island Boulevard, Suite 750  
Tampa, FL 33602

Company's Address

**AACSB International** Bill to this Address

777 South Harbour Island Boulevard, Suite 750  
Tampa, FL 33602  
+1 813 769 6500

[Add a New Address](#)

[< Previous](#) [Next >](#)

### Order Summary

1 Item selected [Change >](#)

<b>Purchase</b>	<b>\$895.00</b>
<b>Subtotal</b>	
Sales Tax	<b>\$0.00</b>


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<b>Order Total</b>	<b>\$895.00</b>
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**Billing Address**

Anissa Fitz  
777 South Harbour Island  
Boulevard, Suite 750  
Tampa, FL 33602

 Express Checkout

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.

SHOPPING CART BILLING ADDRESS SHIPPING ADDRESS CONFIRMATION

### Payment Information

Name on Card: \*

Card Type: American Express Card Number: \*

Expiration Month: 1-Jan Expiration Year: 2019 Card Verification #: \*

Card Address - Street: \*  
777 South Harbour Island Boulevard, Suite 750

City: \* Tampa State/Province: \* FL Postal Code: \* 33602

The amount to be charged to your credit card is: \$895.00

Payments Authorized by bluepay

< Previous Submit Order >

### Order Summary

1 Item selected [Change >](#)

<b>Purchase</b>	<b>\$895.00</b>
<b>Subtotal</b>	
Sales Tax	<b>\$0.00</b>
<b>Order Total</b>	<b>\$895.00</b>

**Billing Address** [Change >](#)  
Anissa Fitz  
777 South Harbour Island  
Boulevard, Suite 750  
Tampa, FL 33602

If you have specific questions regarding registration, please contact our registration staff at [registration@aacsb.edu](mailto: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.