

# How to Access The Exchange

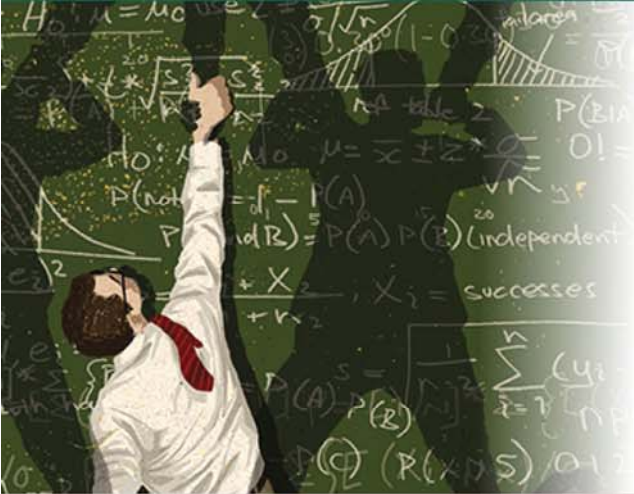
Go to <https://www.aacsb.edu/>  
Click **Log In** at the top right corner

Use your registered email with the School



Log In Contact Us Careers

About + Membership + Accreditation + Events + Knowledge + Publications +



## The Real Value of Business Schools

Re-evaluating to ensure continuous added value

Read Article >

FIND AN AACSB-ACCREDITED INSTITUTION



# Log in using your registered email and password



Login | Register

Membership Events



Use your registered email with the School

## Sign In

Username

Password

Keep me signed in if I close the browser

Welcome to AACSB's New Member Portal

## Do you need help signing into our site?

If this is your first visit to the new AACSB Member Portal please select 'I forgot my password' to set your new password. Don't forget to click 'OK' after your email address is found by the system to send the password reset email.

- Find my account by email address
- I forgot my password
- Contact member service

Select forgot my password, a reset password link will be emailed to you. If you don't receive it within minutes, please check your spam folder.

## Create New User

If you are new to AACSB, and have confirmed that you do not have an existing account by using the 'Find my account by email address' or the 'I forgot my password' options in the Sign In section to the left, please use this form to create your own user account and sign into the site.

A strong password should have: length = 8, numeric characters = 1, upper case characters = 1, lower case characters = 1, symbol characters = 1.

First Name  Last Name

Enter Email  Confirm Email

Create Password  Confirm Password

Secret Question (for Backup Password)  Secret Answer

Business Phone



# In the Membership Portal, select The Exchange

The screenshot displays the AACSB Membership Portal interface. At the top left is the AACSB logo. On the top right, there are links for 'Logout', 'Contact Us', and 'Careers'. Below the logo is a dark green navigation bar with white text for 'About +', 'Membership +', 'Accreditation +', 'Events +', 'Knowledge +', and 'Publications +'. Underneath this bar, the breadcrumb 'Membership > AACSB Membership Portal' is visible, along with social media icons for Facebook, Twitter, and LinkedIn. A language selection dropdown is set to 'Select Language' and is powered by Google Translate. The main content area contains a welcome message and a link to 'contact us'. Below this, there are four service tiles: 'myAACSB' (with a person icon), 'DataDirect' (with a bar chart icon), 'The Exchange' (with a speech bubble icon and a green arrow pointing to it), and 'AACSB Career Connection' (with a briefcase icon). Each tile lists specific services available to members.

**AACSB** Logout Contact Us Careers

About + Membership + Accreditation + Events + Knowledge + Publications +

Membership > AACSB Membership Portal

Select Language Powered by Google Translate

Welcome to the **AACSB Member Login Portal**. As a member of the AACSB Business Education Alliance, you are part of the world's foremost association of quality business education. Here, you'll be able to manage your profile and invoices, as well as gain quick and easy access to member-exclusive resources.

Please [contact us](#), if you have any questions.

**myAACSB**

- View and pay invoices
- Update profile and payment information
- Quickly reference member benefits and payment details

**DataDirect**

- Complete and manage AACSB surveys
- Download official survey overview reports
- Generate custom reports using advanced benchmarking tools

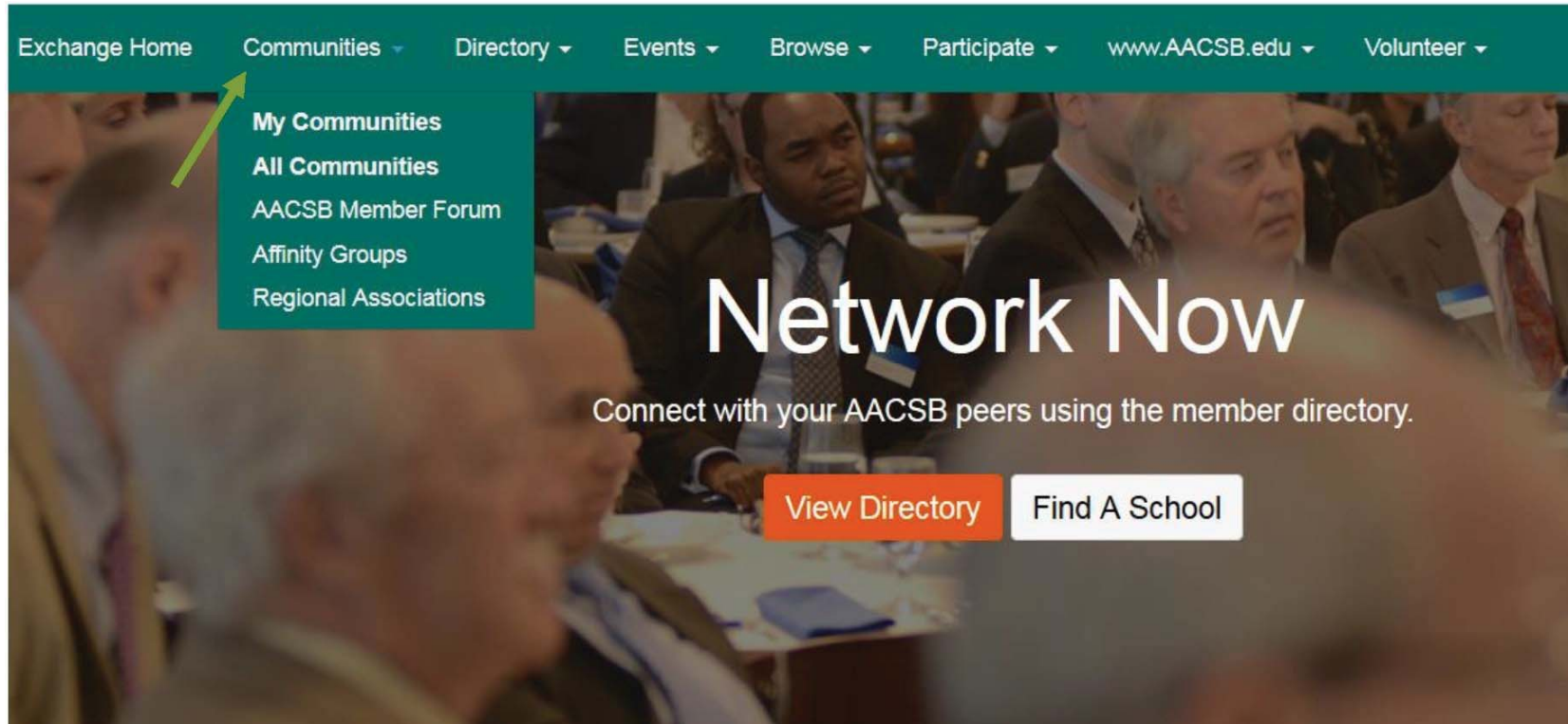
**The Exchange**

- Search for an individual or member organization
- Connect, engage and share experiences, industry information and best practices

**AACSB Career Connection**

- Search among 630+ quality business school jobs posted annually
- Reach 4,000+ registered job seekers looking for positions in business education

# Under the Communities tab, click My Communities



# You will see all the Communities that you are a member of – including all the events you are registered for

You can filter the list by selecting on **Seminars** from the **All Community Types** drop-down menu and select the seminar that you want to view

The screenshot shows the AACSB Exchange website interface. At the top, there is a navigation bar with the AACSB Exchange logo and a search box. Below the navigation bar, there is a breadcrumb trail: [Communities](#) / [My Communities](#). The main heading is "My Communities". On the right side, there is a "Create a New Community" button. Below the heading, there are filters: "18 total", "All Community Types" (dropdown), "Communities to which I belong" (dropdown), "Alphabetical" (dropdown), and "20 per page" (dropdown). The dropdown menu for "All Community Types" is open, showing a list of options: All Community Types, AACSB Member Forum, AACSB Support, AACSB Volunteers, Accreditation, Affinity Groups, Board of Directors Committees, Conferences, Other Groups, **Seminars** (highlighted with a green arrow), Virtual Communities, and Webinars. Below the filters, there is a list of communities. The first community is "2018 May Annual Accreditation Conference: Asia Pacific", with a description, a "member" badge, and a "last person joined 2 minutes ago" timestamp. The second community is "2018 November Assurance of Learning Seminar I Chengdu", with a description, a "member" badge, and a "last person joined 2 minutes ago" timestamp. The third community is "2018 November Assurance of Learning Seminar I Nagoya", with a description, a "member" badge, and a "last person joined 2 minutes ago" timestamp. Each community entry has a "Discussion Forums" count, a "Libraries" count, and a "Members" count.

# The seminar materials can be downloaded from Latest Shared Files section

2019 March Assurance of Learning Seminar I Bangkok

Settings

Community Home

Discussion 1

Library 3

Members 61

last person joined: 15 minutes ago

This is a forum for attendees of the Assurance of Learning Seminar I taking place 27-28 March 2019 in Bangkok, Thailand

## Announcements

**Add Announcement** Create a new announcement for display here.

Add Announcement

## Quick Links

**Add Quick Links** Create a new quick links for display here.

Add Quick Links

## Latest Discussion Posts

Add



### Assurance of Learning I Seminar (AoLI) - Bangkok

By: [Ron Tan](#), one month ago

Dear Participants, It is just a few days to the AoLI, do check out all the latest materials and links that are updated in The AACSB Exchange. Please remember to download them to your electronic devices prior to attending the seminar if you have ...

More

## Latest Shared Files

Add



### Know Before You Go

By: [Laura Francis](#) one month ago

Pre-seminar information for attendees.



### Rosters

By: [Laura Francis](#) one month ago

Participant and institutional rosters as of 13 March.



### AoLI Electronic (E) Notebook

By: [Ron Tan](#) 2 months ago

You now have access to all the materials

# Take advantage of the additional useful features!

Community Home Discussion 3 Library 2 Blogs 2 Members 15

last person joined: 25 minutes ago

This is a forum for attendees of the Business Accreditation Seminar taking place in Tampa, Florida on February 20-21, 2017.

**Start a discussion** – Reach out to other attendees prior to the seminar or follow up on a conversation from the event by posting a message. Cross post your message to multiple groups when appropriate.

## Announcements

**Add Announcement** Create a new announcement for display here.

Add Announcement

## Quick Links

**Add Quick Links** Create a new quick links for display here.

Add Quick Links

**Share resources** – Did someone mention a template, video, or other resource you'd like to get your hands on? Ask them to post it in the group's resource library for all to access and reference at any time, or post your own!

## Latest Discussion Posts

**Post to this Discussion** This Discussion has no recent posts. Your new post to this Discussion will display here and be sent via email to subscribed Community members.

Post to this Discussion

## Latest Shared Files Add



### Seminar Notebook

By Maria Cooper 2 months ago

Go green with the PDF version of the seminar materials

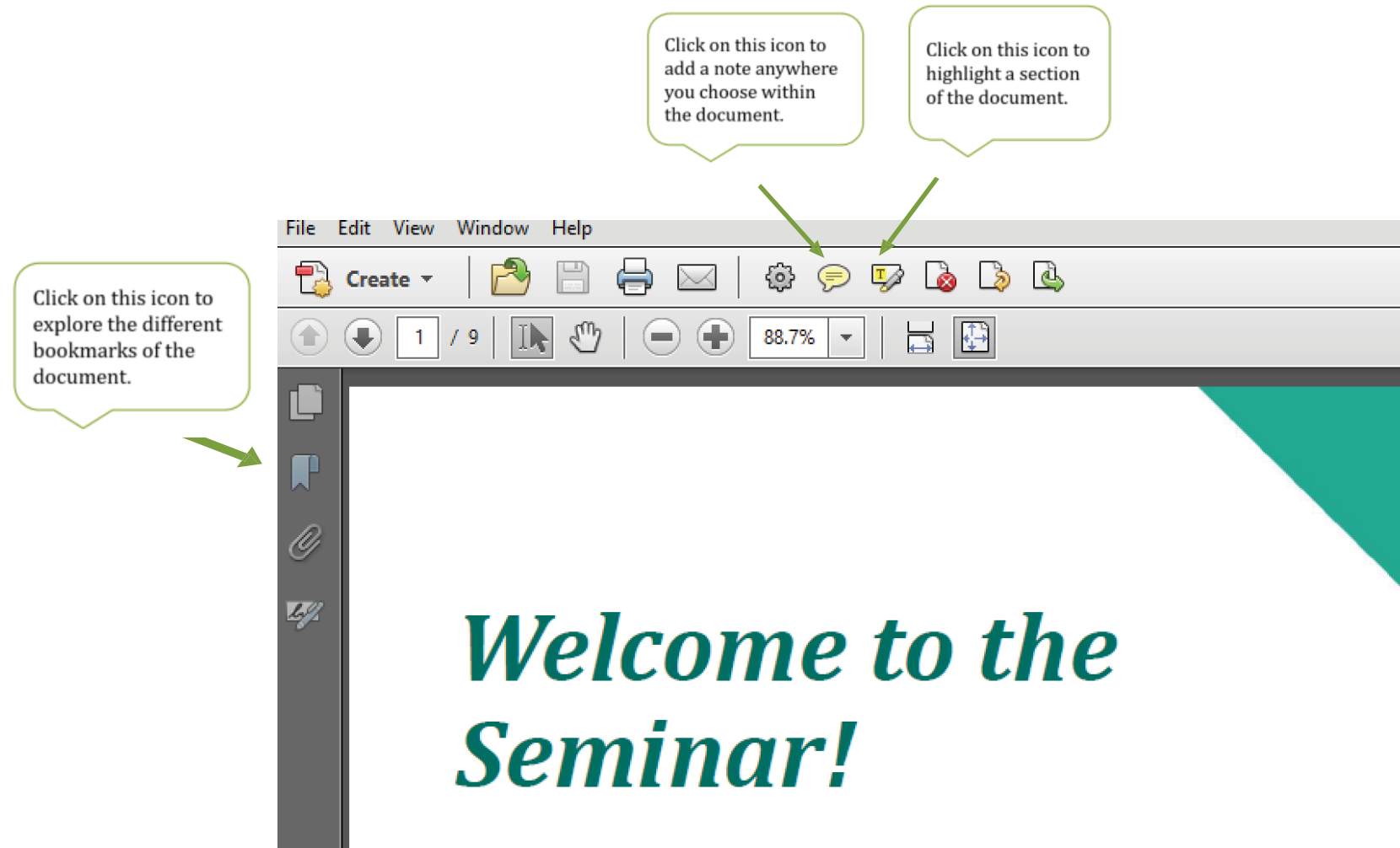


### Know Before You Go

By Laura Francis 2 months ago

Pre-seminar information for attendees of the Business Accreditation Seminar taking place February 20-21, ...

# Learn more of the useful features when you open the pdf notebook in Adobe Reader!





# Download the Adobe Reader App for FREE!

*Annotate and comment on PDF documents using the tool bar*

You can write notes directly on the document using the freehand drawing tool as shown below:

