

# My Account Overview

[www.acis.com/accounts](http://www.acis.com/accounts)

## What is My Account?

My Account is a group leader portal that features a number of tools designed to help you promote your trip and communicate with your participants. Once you begin to speak with us about a tour, your personal My Account will be set up for you automatically.

### Your Login and Password

This information would typically have been emailed to you by your International Program Consultant when you began planning your tour. If you can't find it, you can retrieve your login and password by navigating to [www.acis.com](http://www.acis.com), click **Login** and then click the link that says **Forgot your login or password?**

## The Key Features

The screenshot shows the ACIS website's 'My Account Home' page. At the top is a blue navigation bar with the ACIS logo and tagline 'The Leader in Quality Educational Travel'. Navigation links include 'ABOUT ACIS', 'BROWSE TOURS', 'TEACHERS', 'STUDENTS', 'PARENTS', 'PHOTOS', and 'BLOG'. A 'Register' button and a user icon are also present. Below the navigation bar is a breadcrumb trail: 'Home > My Account'. The main heading is 'My Account Home' in a red, italicized font. The page is divided into several sections: 1. 'My Trips' section: Features a list of trips. The first trip is 'Bell'Italia (4/1/17 - 4/9/17)'. It includes a 'Delete' button, 'Some helpful links' (view trip details, participant list, connect with your group, TripSite, print tour flier, evaluation), and '0 registered participants'. A yellow 'Planning & Recruiting Resources' button is also visible. 2. 'My Profile' section: Shows a profile picture of Mr. Peter Jones, MA, with an 'edit' button. Below the profile is an 'Email:' field and a progress bar indicating 'YOUR PROFILE IS 90% COMPLETE'. 3. 'My ACIS Team' section: Shows a profile picture of a team member holding a 'MONTANA' sign.

# A Participant List

The **Participant List** provides an account summary for each participant on your trip. For each participant, you'll have access to the following information:

- Account IDs
- Passport Name
- Subgroup
- Requested Rooming
- Program Charges
- Protection Plans
- Credits & Balances Due
- Invoices
- Signature on File
- And whether they've enrolled in an Automatic Payments plan

You'll also be able to see which participants are in danger of being cancelled because of non-payments as well as a list of participants who are already cancelled. Access the Participant List at any time electronically or print it out for your ultimate convenience.

# B Connect With Your Group

Send your group email reminders about upcoming meetings and payment deadlines. The **Connect With Your Group** feature allows you to quickly and easily email your group without having to import your participants' email addresses manually. Once a participant registers for your trip, his or her email is automatically uploaded to your list of participants. You also have the option of adding and removing email addresses as well as attaching multiple documents.

Another great feature is the ability to see a list of people who are interested in traveling on your trip, but who haven't registered yet. These names represent people who completed the **Tell Me More** form on your personalized Trip Site. With this feature, you can craft special email messages just for them.

# C Meeting Fliers

These destination-specific fliers can be printed and distributed to help you promote upcoming student and parent meetings. Each flier is designed in a Word document so you can insert details like a meeting place and a date and time.

# D Trip Site

**Trip Site** is a personal website for your tour, which you can share with potential participants during your recruiting stage. Every Trip Site includes an overview of your trip's details including the preliminary day-by-day itinerary, a list of what's included on tour, the tour cost, a section for you to add announcement & reminders, and helpful links for participants like passport information, behavior guidelines and an overview of our travel insurance options.

Email the URL to prospective participants and parents or click the "Print Tour Flier" link to generate a printable PDF version and hand it out during your informational meetings.

By clicking the "Share" button, you can choose to share your Trip Site on Facebook or Twitter in an effort to spread the word and encourage people to register.

# E My Profile

**My Profile** is where you can update your contact information and password, upload a profile photo, manage your travel preferences, travel history, and keep track of any peers you have referred to ACIS or our other travel divisions like Encore Tours and Travel & Company. Below is a screen shot of the different tabs within My Profile that you can manage:

The screenshot shows the "My Profile" interface. At the top, the title "My Profile" is displayed in a red, cursive font. Below the title, there are four tabs: "Contact Info", "My Preferences", "Travel History", and "My Referrals". The "Contact Info" tab is currently selected. The main content area shows a section for "CONTACT INFO" with an "EDIT THIS INFORMATION >>>" button. Below this, there is a message: "The information below is what we use to reach you with new catalogs, deals and other news." A "Profile Picture:" label is followed by a small image of a koala. To the right of the main content area, there is a large image of a rocky mountain landscape. Five blue callout boxes with white text provide additional information about the features:

- Keep your contact information up-to-date.
- Add a photo to your profile, send invites & manage your privacy.
- Edit your hotel, meal, tour manager & flight preferences.
- View a list of your past trips & trip dates.
- Track your referral bonuses & refer new colleagues.



## Helping Students Find Your Trip Site

When students and parents visit [www.acis.com](http://www.acis.com) there are a couple places where they can find your Trip Site simply by entering **your Group Leader ID** and **your last name**. First, from the home page ([www.acis.com](http://www.acis.com)) or by visiting [www.acis.com/studentsparents](http://www.acis.com/studentsparents).

*What's happening now*

**Download our 2016-2017 eBrochure**

Get started planning a life-changing educational travel program in your school. Flip through our electronic pages to learn more about what makes ACIS a different kind of educational travel company and to browse our educational tours, service and study programs and curriculum-based tours in Europe, Latin America and Asia.

*Access our e-brochure today*



*Find a tour*

Regions  Countries   
Cities

Find Now

*Find your trip*

Group Leader ID  Group Leader Last Nam

Find Now



## Need Additional Help?

If at any time you require additional assistance with your My Account, please don't hesitate to reach out to your International Program Consultant directly or by contacting ACIS at [info@acis.com](mailto:info@acis.com) or 1-800-888-2247.