

## **FOR AIRPORT, GOVERNMENT AGENCY, MILITARY, AND NON-ACC MEMBER ORGANIZATIONS AND EMPLOYEES**

Welcome to [ACC's New User Platform](#)! A few helpful tips to get you started.

### **Organization and Individual Accounts**

If you previously registered for an ACC webinar, virtual workshop, in-person course, workshop, or event, in all likelihood there is both an account for your organization and an individual account for you in ACC's new user platform.

### **ACC Training Hub**

Beginning with the October 26, 2023, ACC Optimizing Winter Operations at Centralized Deicing Facilities Webinar, registration for all ACC live webinars and virtual one-day workshops will be in ACC's new user platform vs. the Training Hub. Upon registration in the new platform, you will receive both a registration confirmation email and a Zoom email with the link to the webinar and the ability to add it to your calendar.

### **ACC New User Platform Relationship Structure**

The new platform is built around relationships between organizations and employees (individuals). All individuals are tied to the relationship with their employer (organization). The organization's pricing and benefits flow down to all employees. For example, all employees of an airport would pay the same registration fee for a webinar as the pricing is attached to the organization vs. the individual. All individual accounts must have a relationship with an organization.

### **Review and Update Your Individual (Employee) Record**

Once you log in after creating your account password, you should be able to view your profile (available on the **My Profile** tab on the left-hand side for future reference). The following are all the major steps to ensure complete profiles:

- Check your relationship type in the new system. Do this by navigating to **Organization** and checking the **Relationship** tab. If you're employed by another organization, you can change that as well in the relationship tab.
- Review your work e-mail, address, and phone number. To modify this information, go to **Account** → **Contact Info** → review the Addresses, Phone Numbers, Email Addresses, and Web Links tabs. NOTE: your work address can differ from that of the organization address.
- **Designations:** if you have a professional designation, you can add or manage them through **Account** → **Additional Info** → **Designations**. They will be displayed on your profile.
- Add your photo to your profile through the **Overview** tab.

- Optional: additional demographic questions. **Under Account → Personal Information** you can fill in questions regarding your individual professional discipline, professional expertise, gender, race, sexual orientation, and age.
- Click on “Events” on the left-hand side to preview and register for upcoming ACC webinars and virtual workshops.
- At any time, you can go into your account at [my.acconline.org](https://my.acconline.org) and update all aspects of your individual account if you change jobs, addresses, or have a new email or phone number.

Again, welcome to ACC’s new user platform. If you should have any questions, please reach out to Lisa Deyo, Senior Director of Education and Accreditation, at [lisad@acconline.org](mailto:lisad@acconline.org) or email [info@acconline.org](mailto:info@acconline.org).