



## ACA General Web Course Information

Thank you for purchasing a Web course through Campus ACA! Below are some basic instructions for using ACA International's Learning Management System to take your Web course.

### **Logging in**

Go to the following web address:

<https://www.acainternational.org>

Log in using your Username/E-mail and Password. If you do not know your Username/E-mail and/or Password, please contact ACA's membership department at (952) 928-8000, Ext. 141 or [membership@acainternational.org](mailto:membership@acainternational.org).

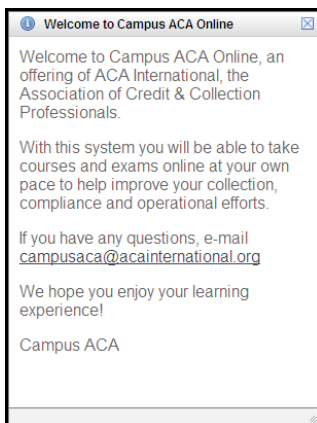
Once you are logged in, select the "My ACA" link directly beside your name (which appears in the upper right hand corner of the page). On the next page, click on the link entitled "Learning Management System (LMS) Courses".

The screenshot shows the ACA International website interface. At the top right, there are social media icons and a user greeting: "Follow ACA: [in] [t] [f] [y] Consumers Reporters" and "Welcome Jennifer My ACA Log Out". Below this is a search bar. A navigation menu contains links for Home, Compliance, Government Affairs, Education & Events, Products & Services, Collectors Insurance Agency Inc., Divisions & Markets, About, and Join. The main content area is titled "ACA International > My ACA" and "My ACA". Below this, it says "My ACA summarizes common ACA Online destinations based on your membership type." A list of links is shown: Learning Management System (LMS) Courses, MP3 Downloads, Edit Profile, Change Password, Change Communication Preference, and View Campus ACA Transcript. An arrow points to the "Learning Management System (LMS) Courses" link. On the right, there is an advertisement for "DEBT-NET Prestige" featuring a sports car.

Then, click on “Access ACAs Learning Management System (LMS).” This will direct you to Campus ACA’s Learning Management System (LMS).

The screenshot shows the ACA International website. At the top, there is a navigation bar with links for Home, Compliance, Government Affairs, Education & Events, Products & Services, Collectors Insurance Agency Inc., Divisions & Markets, About, and Join. Below the navigation bar, the page title is "ACA International > My ACA > Learning Management System (LMS) Courses". The main content area is titled "Learning Management System (LMS) Courses" and contains a link labeled "Access ACAs Learning Management System (LMS)" which is highlighted with a purple underline. An arrow points to this link. To the right of the main content area, there is an advertisement that says "Advertisement And it's only \$195 per month." At the bottom of the page, there is a footer with copyright information and links for Logo Use, Reprint Requests, Terms of use, Privacy Policy, Advertising, and Contact Us.

The first time you enter ACA’s learning management system, you will be greeted with the following message:



You can close out by clicking the “x” in the upper right-hand corner.

### **Web Course Policies**

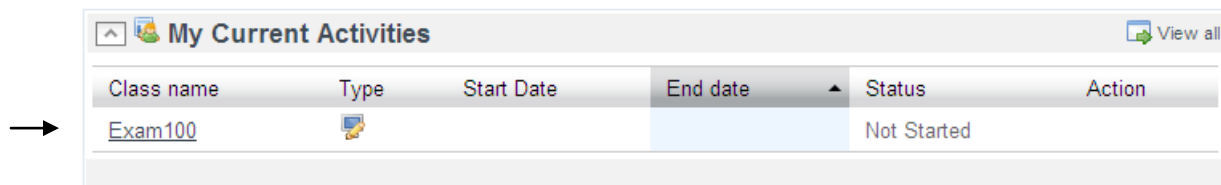
ACA has developed the following set of policies with regard to our Web courses:

- Web courses will be available 24 hours a day, 7 days a week. You will have 6 months to complete the Web course from the day it was assigned.

- You can access the Web course as many times as you would like within that 6-month period.
- If you do not complete the Web course within 6 months, you must purchase a new Web course.

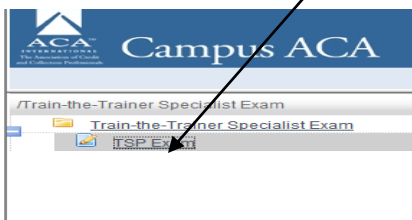
### How to open a Web course

- Under “My Current Activities” you should see the Web course title. Click on the title of the Web course.



After clicking on the title, the following page will appear. You will need to click on both links for your Web course to appear.

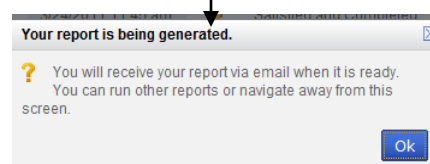
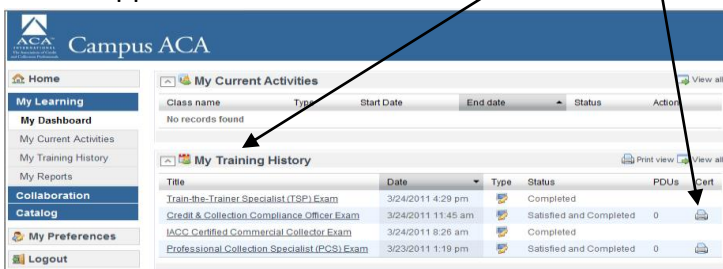
When you have clicked on the second link the Web course will appear in a new pop up window. This is where you will begin the Web course. Please note that you may have to allow your pop-up blocker to allow pop-up windows from this site or the course may not appear.



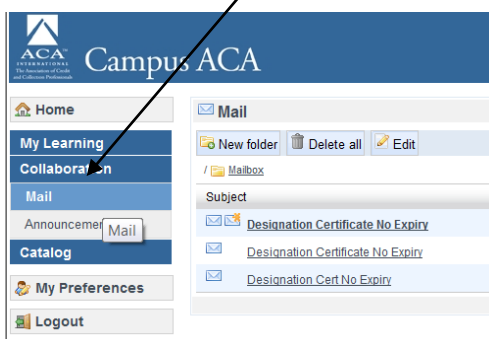
### Printing your Certificate

Once you have completed the Web course, you will be able to print your certificate of completion automatically by following these directions:

- On the “Home” page of ACA’s LMS, in the “My Training History” section, you will see a list of your completed courses and/or exams.
- If you have fully completed the Web course, it will say “Satisfied and Completed” and it will show a printer icon underneath the “Cert” column.
- To print your certificate click on this printer icon. The following message will appear:



- Next, under the “Collaboration” tab, click on “Mail”.



- In this area you will see an e-mail which will have an attachment of your certificate contained within it. You can open that attachment and print your certificate!

### **Contact Information**

If you have any questions or technical difficulties, please contact Desiree Parris at (952) 928-8000, Ext. 148 or [parris@acainternational.org](mailto:parris@acainternational.org) for assistance.

Thank you & good luck!

The Campus ACA Staff  
[campusaca@acainternational.org](mailto:campusaca@acainternational.org)