



How to create a new account and complete transactions

Log onto www.onlinelearning-acsm.org

Click on Login

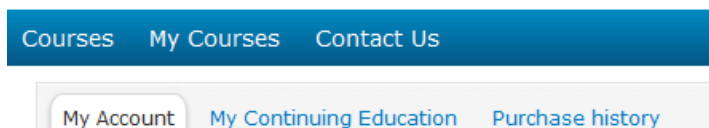
A screenshot of the 'Create New Account' form. It has a blue header with the text 'Create New Account'. Below the header are four input fields: 'First name: *', 'Last name: *', 'E-mail address: *', and 'Password: *'. Each field has a small red asterisk to its right. Below the fields is a checkbox with the text 'I agree to the Terms & Conditions.' and a blue button labeled 'Create new account'.

Enter your first name, last name, email address, and create a password. Then read and select that you agree to the terms and conditions. Select 'Create new account'. Upon selecting 'Create new account', you will receive an auto generated email confirming your username and password.

On the next screen, you will be prompted to update your "My Account" page. Please be sure to follow all prompts. You have the option to 'Edit' your 'Account Details', 'Add a New Address' as well as 'Add a New Credit Card'.

Once you have completely updated your account, you will now be able to complete seamless transactions.

Select 'Courses' from the blue tab at the top of the page.



The 'Courses' screen is the home page for ACSM ceOnline. Please read the welcome page completely for beneficial information regarding ACSM ceOnline. After reading, you may scroll through the library of courses that are listed below or you can select a category from the left side of the page.



Please be sure to click on the course title to preview the course details (including cost, CECs earned, course descriptions, learning objectives, course procedures, and course content) before purchasing your course.

Once you select your course to purchase, you will then see step-by-step directions under the 'Course Procedure' that will help navigate you through the remaining steps.

Course Procedure

PLEASE READ CAREFULLY

Step 1: Enroll in the course. 1) Select 'Add to Cart'. 2) Review Shopping Cart. 3) READ and CHECK MARK the 'Terms & Conditions'. 4) Select 'Start Checkout'. 5) Enter or confirm your credit card information. 6) If you are a member of ACSM, you will then enter your member discount code in the grey coupon code box; then select 'Apply'. ****If you are a member of ACSM and you need the member discount code, please email membership@acsm.org with your ACSM ID #.** 7) CONFIRM your total is correct including applicable discounts. 8) Select 'Place Your Order'. 9) You will receive an order confirmation via email. 10) Your course will be available under the 'My Courses' tab of the Online Learning Platform.

Step 2: Please make a note -- THIS COURSE WILL EXPIRE ON MARCH 31, 2014, at 11:59pm PST. You WILL NOT have access to the self-test after MARCH 31, 2014, 11:59pm PST.

Step 3: View the course content.

Step 4: Take the test. (You must score 60% to pass. If you do not pass, you may retake the test.)

Step 5: Print your certificate of completion.

****PLEASE NOTE that course fees are non-refundable. Discount codes must be used at the time of purchase.**

As a testament to our flexibility, once you access your self-test, you do not need to finish it in one setting. However, it must be completed before the deadline outlined in the 'Course Procedure'. Each ACSM journal self-test has a clearly defined expiration date in the 'Course Procedure'. Courses without expiration dates will be available indefinitely or until you are notified by email that the course will be expiring soon.

When you successfully pass the self-test, you will be able to print or save a PDF copy of your CECs earned for the self-test. ACSM ceOnline will keep track of the self-tests that are in progress, the self-tests you have completed, and the CECs that you have earned. This information will be tracked under the 'My Courses' tab → 'My Continuing Education'.

