Welcome to ACLS.com

Your group account is successfully set up and your invite was sent. Once you have accepted the invite and logged in you will be able to invite people to your group and share your recently purchased courses *(via vouchers)*. After signing in you can click your group name to view all current members, any pending invites *(at the bottom of the page)*, the enrollments in progress, and the completed certification cards.

NOTE: *Our invitation emails sometimes go to spam so you may want to check there if you're unable to find your invitation.*

Purchasing Vouchers

Vouchers are used to assign courses to new or existing members. Please send a request to **support@acls.com** and let us know how many of each course you will need and whether you need the certification or recertification version. We will then add those vouchers to your group account and send an invoice for the added vouchers based on the pricing in your initial contract agreement.

Inviting New Members

Click **Invite Members**, enter their email address *(or multiple emails separated by a single space)*, select the course you would like to send/assign, then click **Send Invitations**. Those will be placed at the bottom of the page as a Pending Invitation. You can also assign new administrators to the group who will then have the same permissions and access as your account.

Existing Members

Click the **Pencil icon** *(edit)* to the right of their name to view courses and certifications. Click **Add** next to Current Courses, select the course and click **Sign Up.** The new course will be added and they will be able to sign in and start. It's important to note that existing members do not typically receive an invitation. Once assigned, an existing member can sign in at ACLS.com to start their course.

Resending New Invite

Scroll to the bottom of the page and click the **Envelope** icon to the right of the email address and the invite will be resent. You can also delete the invite with the **Trashcan** icon and the voucher will be added back to the available list. If a member would prefer a different email address be used; you can delete the pending invite and send another using the preferred email. This will not affect your voucher availability.

New Member Vouchers

They will not be removed from the list of available vouchers until the invite has been accepted. Once they have accepted the invite and created the account the voucher will no longer be available to assign. Some email providers *(Google, Yahoo, etc)* often send our emails to spam/junk so you may want to tell members with pending invites to be expecting that email from **support@acls.com**.

After Accepting Invite

They will be taken to a new window and prompted to **Create an Account** *(or **Sign In** if they were added using an existing account)*. Once this process is done they will be ready to take the course! To later return to their account your members will need to login directly through our website. After the "*Accept Invitation*," link has been accepted it will no longer be valid.

Contact Support

Monday - Friday, 8am - 7pm CST
888.364.1202
support@acls.com

You can also bypass Support and reach out to your CSM directly.