WEBSITE LOG IN INSTRUCTIONS

Thank you for participating in the 2022 AAC&U IEIL/IIE Institutes! This guide is designed to help assist you with logging into the conference platform, recovering your forgotten username, and resetting your password for the IEIL/IIE community platform.

BEFORE THE CONFERENCE

By July 12, all registrants will receive an email from epps@aacu.org containing your username and a link to the community webpage. We encourage you to log in the conference platform before the conference begins.

IEIL/IIE EVENT URL

Click here to preview the conference platform without logging in. (Please note that you must be logged in to attend the institutes.

FIRST TIME LOGGING INTO THE PLATFORM?

Please refer to the following instructions and illustrations if you are logging into the conference platform for the first time:

IF YOU KNOW YOUR PASSWORD

1) Open your invitation email, which includes your USERNAME.
2) Click the IEIL/IIE event weblink within the email. You will be directed to the IEIL/IIE event webpage (below).
3) Click the gray “SIGN IN” on the conference site homepage (upper right corner). You will be required to sign a privacy statement upon logging in.

4) You will be directed to the AAC&U website (below). If you already have or know your AAC&U password, you may enter your Username and Password then click the “Sign in” button.
5) You will then be redirected to the IEIL/IEE Website Platform, where you should now be logged in.

TO CREATE/RESET YOUR PASSWORD

6) If you do not yet have or know your password, click the “Forgotten Password” link beneath the orange “Sign In” button of the AAC&U website (below).

7) Enter your Username and click the “Submit” button. You will receive an email with a link enabling you to create a new password. (**IMPORTANT: Your link will be sent to the email address associated with your AAC&U user profile).
8) Once you have created your password, enter your USERNAME and PASSWORD on the IEIL/IIE Event Website. Access your PROFILE by clicking the gray silhouette circled in the illustration below. Here, you may add your contact information and upload a photo.

**RETRIEVING YOUR USERNAME**

If you have forgotten your username, please use the following instructions and illustrations below to receive your username via email.

1) Click the **“SIGN IN”** button in the top right corner of the event homepage.
2) Click the with “Forgotten Username?” link below the orange “Sign In” button.

3) Enter the email address associated with your AAC&U user profile and click the “Submit” button.

4) Your username will be emailed to the email address you provide in this field.

Questions???

If you have any trouble logging in, retrieving your username, and/or receiving your password reset link, please our Support Team at: support@aacu.org.