



SERVICE 6

Web Services

The ACSI website www.acsi.co.za has a wealth of resources for Christian Schools. The website is divided into two sections, namely, a public view and a restricted access view, where you as a school can log on and access our locked resources.

You are encouraged to regularly visit the ACSI website for:

- Upcoming Events: www.acsi.co.za/calendar/
- Available workshops that are available to be presented at your school: www.acsi.co.za/workshops/
- Webinar recordings and our [YouTube channel](#) to catch up on any recorded events,
- Available online learning courses www.moodle.acsi.co.za/
- Latest News www.acsi.co.za/news/
- ACSI recommended service providers www.acsi.co.za/service-providers/

Restricted Access (School Management Only)

School management teams can log in to the website to access the following:

- Download and view the ACSI Director's Desk newsletters → www.acsi.co.za/directors-desk-2022/
- Download, edit and view the ACSI sample policies → www.acsi.co.za/resources/
- Advertise and upload any vacant positions at your school → www.acsi.co.za/vacancies/

Website school profile:

All ACSI Partner Schools are showcased on our website under our Schools tab where potential students and families can view all school profiles per province. To check the information of your school's profile simply select the province where your school is based: www.acsi.co.za/our-schools/



SERVICE 6

Web Services

School Feature Submission:

All Partner Schools are encouraged to share highlights, special celebrations and their school journey with us. Once shared the news will be used to profile your school, which will be shared across ACSI social media platforms and be live on the Latest News page for a year.

FAQ

How do I change my details on the ACSI School profile page?

Ensure that your school's details on the ACSI Database have been updated. Email ACSI with the new information you would like to add/change.

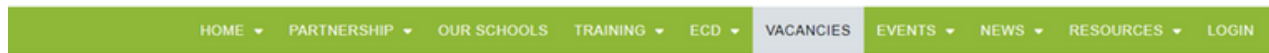
How do I gain access to the Member section of the website?


- Check that the school management staff member has been added to the ACSI database. If not, ask the assigned editor of your school to add them. Adding them to the database will help the ACSI team to verify that the member is part of your school.
- Once the staff member is added to the database, email ACSI with the name of the staff for whom access is required.
- ACSI will then send through the access link to the email address that is connected to the staff member's profile on the database.
- If a school has been given access to the website, and at a later stage the school's account has not been paid or if there has been no communication regarding a payment plan, the account may be deactivated.

Continued on the next page

How do I upload a vacancy onto the ACSI website?

- Visit the ACSI website at www.acsi.co.za
- Click on the Vacancies tab featured in the menu bar. This takes you to the page that shows all the available vacancies.



- On the Vacancies page, you will need to click on the upload button that looks like this to upload your school's vacancy. 
- A pop-up message will appear asking you to log in. Log in to complete the vacancy form.
- Once you have clicked submit, the ACSI team will verify the vacancy. Once verified, your vacancy will be live on the website within 24 hours.

How do I change my password?

- Click the login button on the far left of the menu bar



- A pop-up then appears where you can log in
- Once logged in you will notice a Black ribbon at the top of your screen. Refer to the top right. Hover over your name and click **edit profile**
- You would now be in the profile section, scroll down to the sub tab, **Account Management**
- Click the the button that says **Set New Password**
- Once you have typed in your new password, scroll down and click on the blue **Update Profile** button

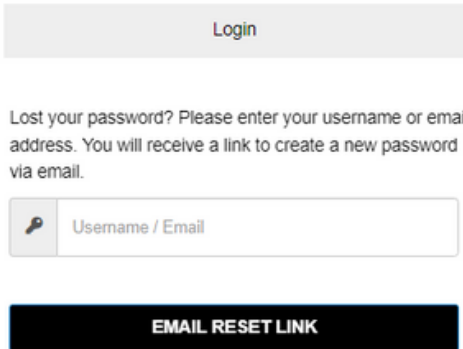
How do I login if I have forgotten my password?

- Click the login button on the far left of the menu bar



HOME ▾ PARTNERSHIP ▾ OUR SCHOOLS TRAINING ▾ ECD ▾ VACANCIES EVENTS ▾ NEWS ▾ RESOURCES ▾ LOGIN

- A pop up then appears where you can log in.
Click on the red text that says **Forgot password**
- Then a page pops up where you can enter your email address. An email will be sent and you will receive a link to create a new password via email.



Login

Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

EMAIL RESET LINK