



# SERVICE 5 Database

The ACSI online database has been designed to manage and organise all contact details of each partner school. Each school can assign a designated editor for their profile on the ACSI database, who will be responsible for annually uploading and updating the school's information as required. Editors are advised to save the ACSI database link [db.acsi.co.za](http://db.acsi.co.za) onto their computer to make editing easier for them.

**Privacy Declaration:** This is a secure database; all information is protected, and privacy is respected. At ACSI, we are committed to protecting your privacy and to ensuring that your personal information is collected and processed lawfully and transparently. Accepting the disclaimer that appears on the database provides consent for ACSI to process data collected for communication and statistical purposes or where it is required by an authorised external governmental organisation, which is done with due discretion.

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## FAQ

### How do I change my password?

Send an email to ACSI requesting a password change. Thereafter you will receive an email with the link to reset your password. The link may only be used once and expires within 24 hours.

### How to nominate a school editor:

If an editor has not been assigned yet, kindly email the editor's details to ACSI. Details should include name, surname and email address. The editor will then receive an email to accept the role and create a password. The link may only be used once. Each school's profile is restricted to one editor.

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