

# Important

Please read CAREFULLY!

**ALL teachers seeking ACSI CEUs and/or State Professional Development Hours MUST use the *My24/7 Educational Services* online service!**

- Reproducible ACSI CEU forms WILL NOT BE AVAILABLE at this convention.
- Label sheets and labels (used at previous conventions for the STATE Professional Development hours) WILL NOT BE USED at this convention.



## Here's How it Works!

- Go to <https://www.my247ed.com/partners/acsi>
- If you have **previously registered**, go to **LOGIN** and continue
- If you have **not previously registered**, follow the instructions to **SIGN UP**.
  - Be sure to pick the ACSI Mid-Atlantic Region when you sign up!
  - Be sure to pick the STATE in which you are currently certified and recording hours.
- Once you are “in” – Click on the **Conference Center** tab and choose **MACSA 2008 Annual Teacher Convention**.
- For each time slot, **choose the seminars you attended**.
- Choose **SAVE** and **CONTINUE** at the bottom of the page. Follow the on-screen instructions. You may continue the form later or verify/complete it.
- After you complete/verify your workshop selections, go to the MY ACCOUNT page where you have the option to **print your ACSI certificate and/or state forms**.



- If you complete this process **WITHIN 30 DAYS** of the **MACSA Convention** – there will be **NO COST TO YOU!**
- **After 30 days**, there will be a **\$10.00 charge**.
- **Don't delay!**