

## STEP 1 - LOGIN

**Please note:** If this is your first-time logging into the site since June 28, 2024, click on REGISTER ON NEW PLATFORM and follow the steps. Otherwise, proceed as indicated below.

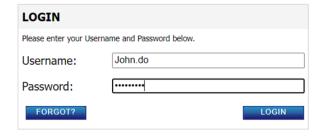
 a. Go to www.aclsmedicaltraining.com and click LOGIN.



b. Enter your Email Address and Password, then click Login.



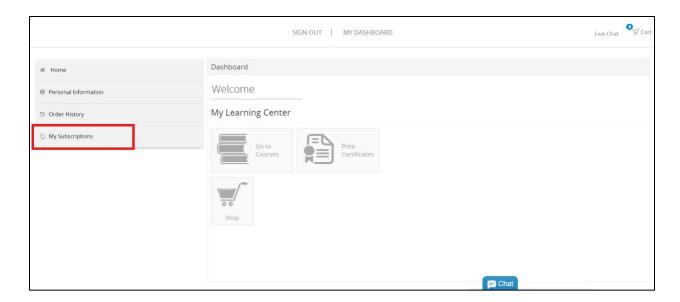
 c. Or you can also login through https://lms.360training.com/lm s/login.do. Enter your Username and Password, then click LOGIN.



## STEP 2 - VIEW YOUR DASHBOARD

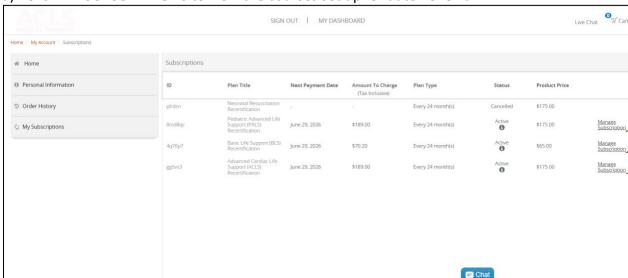
Once you have logged in with your credentials, you will see your dashboard.

- GO TO COURSES will take you to your enrolled and completed courses.
- ORDER HISTORY will show records of your past (legacy) purchases and recent purchases.
- MY SUBSCRIPTIONS will show your current subscription information and allow you to make changes.

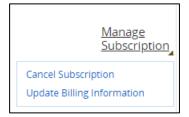


## **STEP 3 – MANAGE YOUR SUBSCRIPTION DETAILS**

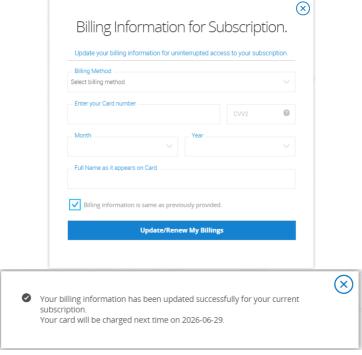
a) Click MY SUBSCRIPTIONS to view the courses set up for auto-renewal.



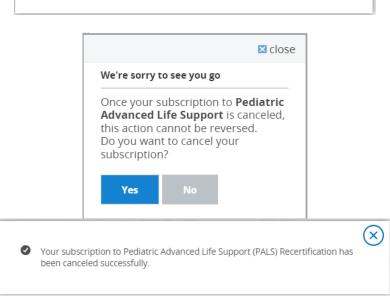
b) To update your billing information or cancel your subscription, click MANAGE SUBSCRIPTION for the course you want to update.



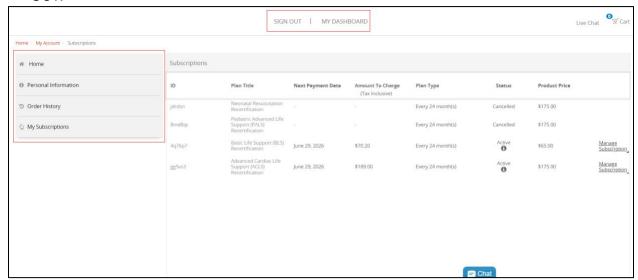
c) UPDATE BILLING
INFORMATION: To ensure
your subscription is
renewed without
interruption, you can
update your credit card
information as needed by
clicking UPDATE BILLING
INFORMATION and
completing the form.



d) CANCEL SUBSCRIPTION: If you no longer need a course, click CANCEL SUBSCRIPTION. Follow the prompt. When you receive confirmation, your autorenewal will stop.



e) When you are finished, you may return to MY DASHBOARD to access your courses or SIGN OUT.



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Call: 877-881-2235

Email: support@360training.com