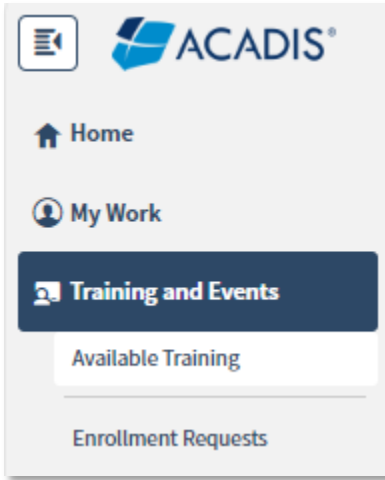# 2024 School Directors' Conference Registration Instructions

Registration for the 2024 School Directors' Conference will be completed through the Acadis Portal.

Log into your Acadis Portal and search for the Conference under Available Training.

You may register as an individual OR register all of the staff for your school/academy at once.

Billing may also be set to individual or group billing to the organization.

Instructions for Individual Registration begin on Page 2

Instructions for Group Registration begin on Page 4

2024 School Directors' Conference Registration Instructions

To register for only yourself, click **Register/Request Enrollment** next to the Conference:

Select your own name from the dropdown list and click Submit Request:

You must enter the name of the School/Academy you are representing:

2024 School Directors' Conference Registration Instructions

You must then select how you would like to be billed. Billing can come to you as an individual, or you can have the bill go to your Academy. Select Individual from the dropdown list to pay for yourself, or select the appropriate Organization to allow them to pay your bill for you:

Once you have registered, it will prompt you to either Pay Now or Pay Later. If you select Pay Later, you can get to your unpaid invoice by selecting the button below on your Portal home page:
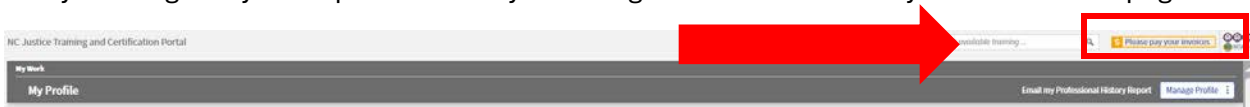
Once you click Pay Invoice, you will be prompted to enter your credit card information:
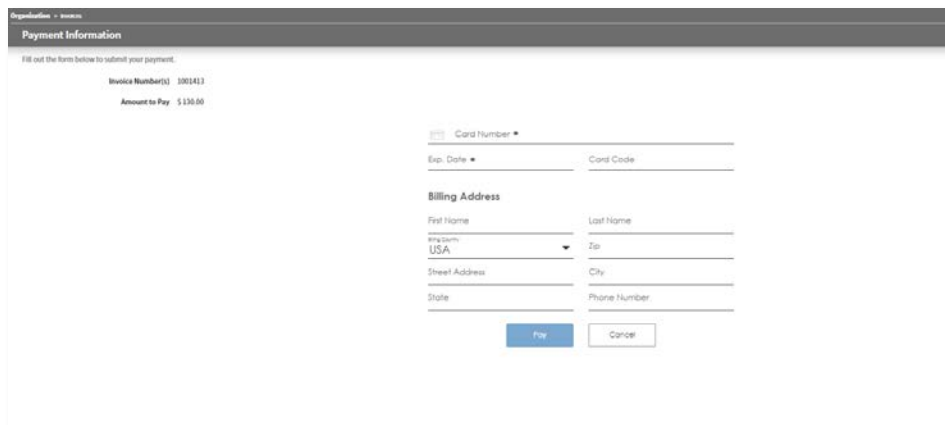
*You must have Pop-Ups enabled. If you are using a VPN and get a blank screen, try disconnecting from the VPN and refreshing the page.

2024 School Directors' Conference Registration Instructions

If you are registering and paying for multiple people, click Register/Request Enrollment:


Click Select from Personnel Roster:

Place a checkmark next to each person you would like to register:

You will get a pop-up that indicates you must now look at each person individually and enter specific information. Click View Drafts:

2024 School Directors' Conference Registration Instructions

From this screen, click Continue Request next to each person one at a time:
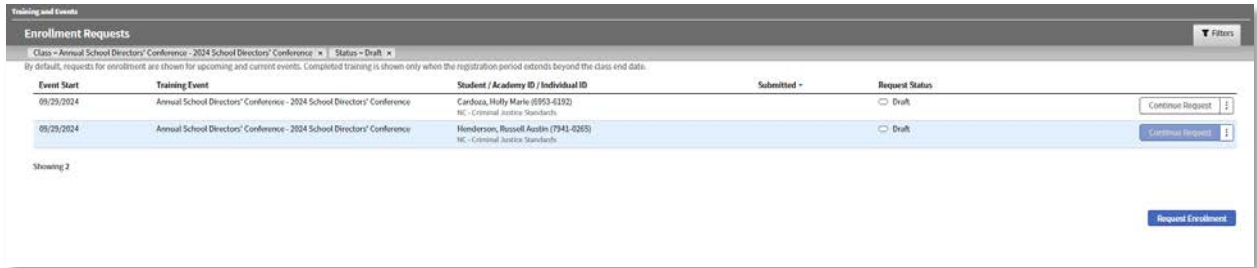
You must enter the name of the school/academy the person is representing:

Then select how the bill will be handled, Bill to Individual or Bill to Organization. Billing to the Organization will allow you to pay for all invoices at once with a single transaction:
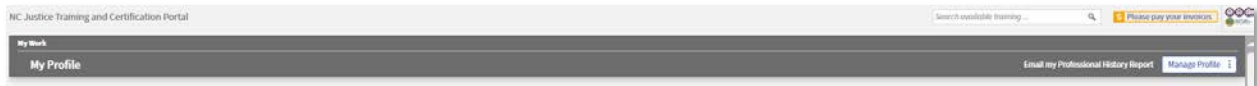

You will be prompted each time to Pay Now or Pay Later. Select Pay Later.

Once everyone is registered, click the Invoice button at the top of your home page:

2024 School Directors' Conference Registration Instructions

Place a check mark next to all of the invoices you want to pay, then click Pay Outstanding Invoices:

You will see a total amount to be billed for all invoice together, and be prompted to enter your credit card information: