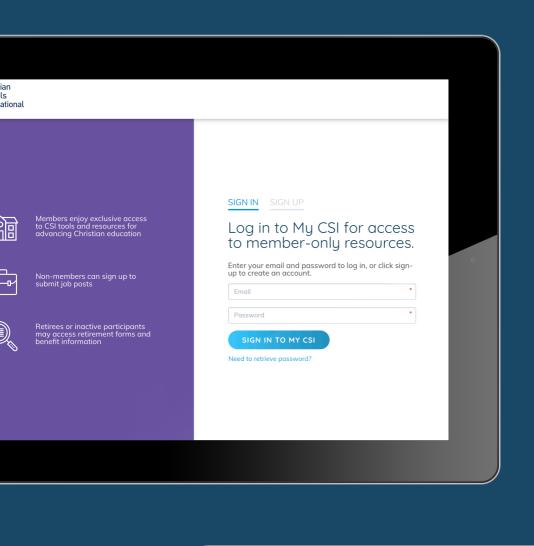
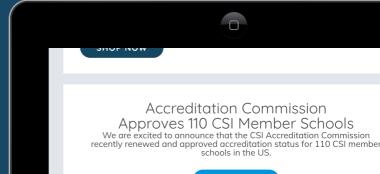
MY CSI Quick Start Guide

Welcome to your home for CSI news, updates, member resources, and more. Let's get started!







READ MORE

Contents

What is My CSI?	4
Who is it for?	5
How to gain access	6
Your dashboard overview	11
Questions?	12

Quick Tip:

To quickly access My CSI, click the My CSI Login or Register button at the top of any CSI website.

What is My CSI?

My CSI is a portal designed to deliver information, resources, and tools to Christian schools and educators worldwide.



Members enjoy exclusive access to CSI tools and resources for advancing Christian education.



Members and non-members can post educational opportunities with Christian worldview in mind.



Retirees and inactive benefits participants may access retirement forms and benefit information.

You can sign in or create an account by visiting https://www.csionline.org/my-csi

Who is it for?

My CSI was designed for member school administrative and teaching staff, however anyone can create an account and gain limited access to CSI tools and resources.

Member School Admins

Can access member tools and resources, manage their school, edit staff permissions, and post jobs for free.

Member School Staff

Can access member tools and resources, and manage their profiles.

Non-Member Users

Can create an account and post jobs.

Retirees & Inactive Benefits Participants

Can access retirement forms and benefit information specific to their country.



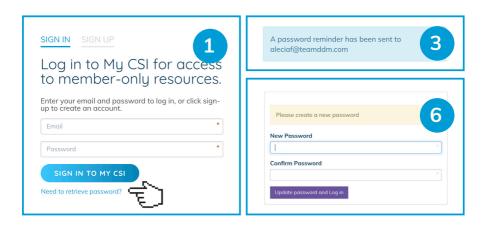
How to gain access

Whether you're creating a new account or signing in for the first time, the My CSI sign-in process is a breeze.



Are you from a CSI Member School?

If you are from a CSI Member School and you were employed by that school prior to September 2018, chances are **you already have a login**. If you have not yet received your login credentials from your school, follow these instructions:

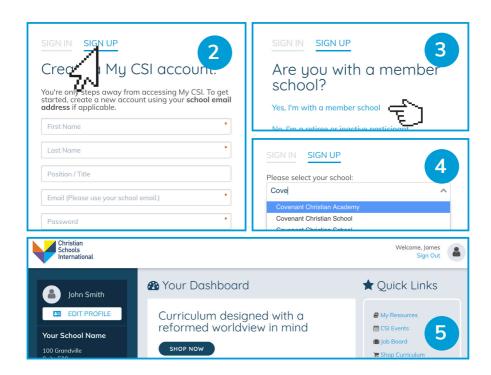


- 1. Visit www.csionline.org/my-csi
- 2. Click the "Need to retreive a password?" link.
- 3. Enter your **school email** to get a temporary password.
- 4. Check your email for your temporary password.
- 5. Return to your browser & sign in with this password.
- 6. Create a new password for your My CSI account.
- 7. Congrats! You're logged in to My CSI.
- 8. View your dashboard by clicking "My CSI Portal."



Are you a new employee from a Member School or need to create an account?

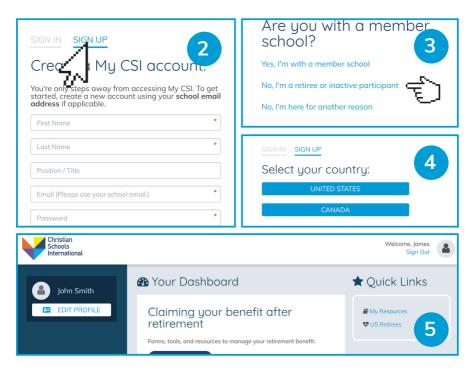
You'll need to sign up for a new My CSI Account.



- 1. Visit www.csionline.org/my-csi
- 2. Click the 'Sign Up' tab, complete the form and continue.
- 3. On the next screen, select Yes, I'm with a member school.
- 4. Select your school from the dropdown and submit.
- 5. Congrats! You're logged in to your My CSI dashboard.

Are you a retiree looking to access benefits information?

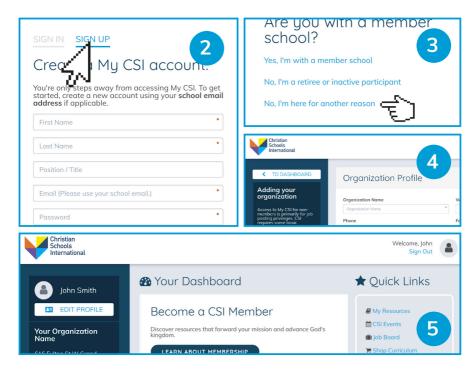
You'll need to sign up for a new My CSI Account.



- 1. Visit www.csionline.org/my-csi
- 2. Click the 'Sign Up' tab, complete the form and continue.
- 3. On the next screen, select No, I'm a retiree...
- 4. Select your Country,
- 5. Congrats! You're logged in to your My CSI dashboard.

Are you a non-member looking to post a job or here for another reason?

You'll need to sign up for a new My CSI account.



- 1. Visit www.csionline.org/my-csi
- 2. Click the 'Sign Up' tab, complete the form and continue.
- 3. On the next screen, select I'm here for another reason.
- 4. On the next screen, create a profile for your organization.
- 5. Congrats! You're logged in to your My CSI dashboard.

Your Dashboard Overview

You can access your profile, available tools, and links to your resources all from your My CSI dashboard. Instructions on how to complete specific tasks, such as posting a job will be shown in the My CSI Sidebar.

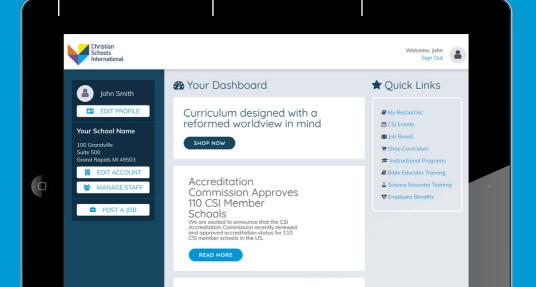
1 The Sidebar

Your info and tools will be displayed here. Manage your account, school, staff, and jobs. Instructions will also be displayed here when completing a task.

2 News Feed

Updates, news, and other information from CSI will be displayed here and may be updated periodically. 3 Quick Links

Easily access relevant information such as CSI Events, My Resources, and more



Questions?

If you have questions or concerns, can't find what you're looking for, or are having trouble with access to My CSI, please contact us.

info@csionline.org