

Your account for the ACA Newsletter – Education Europe

The University of Bergen has opted for an **ACA Institutional Newsletter Subscription**. This means you can read the *ACA Newsletter – Education Europe* and receive discounts to ACA events (EUR 20 for ACA seminars, EUR 50 to ACA conferences) immediately after you have fulfilled your registration.

➤ **How can I access the ACA newsletter?**

All users must create an account to the ACA Newsletter – Education Europe. Go to

<http://www.aca-secretariat.be/index.php?id=55>

and fill in your personal details. Your e-mail address will serve as your log in and you can choose your own password.

IMPORTANT:

Please mind to use the University of Bergen e-mail domain address, e.g. **@uib.no** for registration.

For filling out the registration field “*Payment Method*”, choose any option (it is just to allow you to register).

You will **not** be invoiced after completion of the registration if you have registered with the University of Bergen e-mail domain address **@uib.no**

➤ **How do I benefit from discounts to events?**

In order to benefit from the discounts to ACA events, you must have a newsletter account!

When you try to register for an event, a window will appear giving you three options: *log in and register*, *subscribe and register*, and *register*. Use your log in and password from your newsletter account and the reduced fee will automatically appear on the registration form. All of your personal data, as submitted for the newsletter account, will be automatically filled in, thus saving you some valuable time.

If you have any further questions, please do not hesitate to contact the ACA Secretariat at info@aca-secretariat.be