

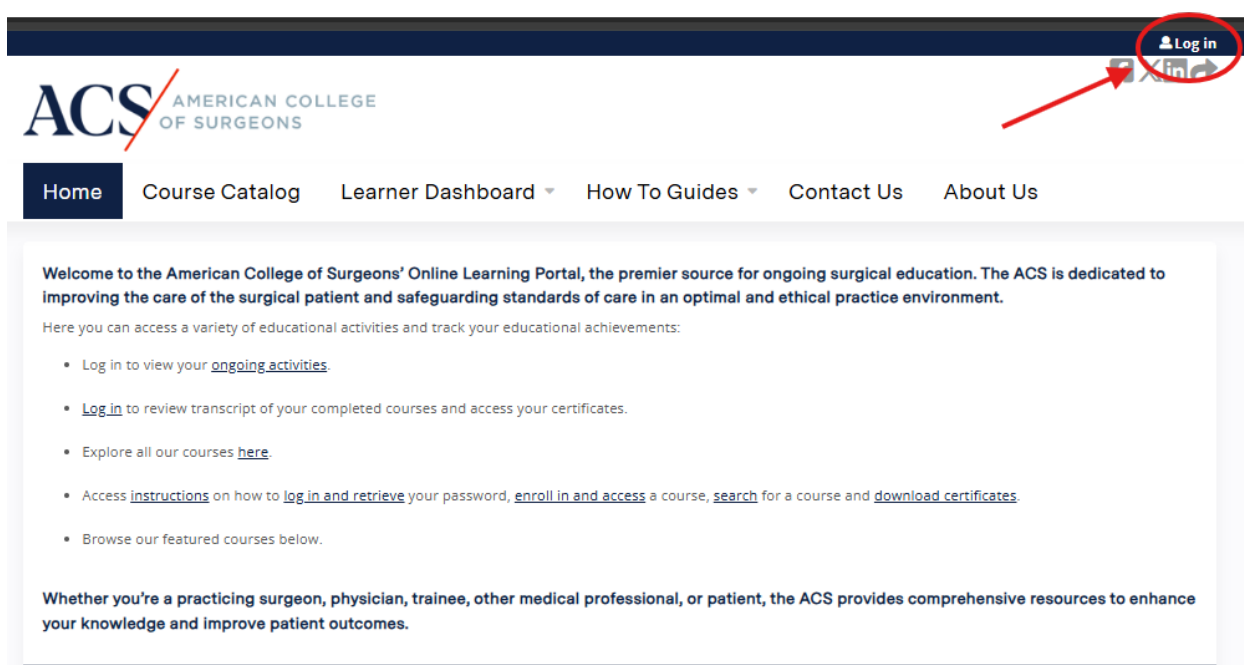
In this guide we will cover how to retrieve and change your account username.

Steps 1-4 will cover how to retrieve your username.


Steps 5-8 will show you how to change your username.

1. To login to the Learning Management system, go to <https://learning.facs.org>.

Click on the “Log In” button in the top right corner to proceed to the login page.



2. Once on the login page, if you do not know your username, click on the “Forgot Username” button.



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Sign In

Username

Password

☐ Keep me signed in

Sign in

Forgot Password

**Forgot Username**

Help

New User



3. To complete your username retrieval, enter your email address and click "Submit:"

## / Forgot Username

Please enter your email address. If we find a record matching your email address, we will send an email with your username.

Email

Submit

4. Once submitted, an email from [noreply@facs.org](mailto:noreply@facs.org), with your username will be sent to your email address on file. Click on the "Login" button to use your provided username to access the Learning Management System:



- To change your username, go to <https://profile.facs.org/account>. At the bottom of page, click on the “Change Username” button. This will take you to the new username creator page.

ACS

AMERICAN COLLEGE  
OF SURGEONS

Neil Kato ▾

User Information

First Name \*

Neil

Middle Name

Last Name \*

Kato

Address Line 1 \*

633 N St Clair

Address Line 2

Address Line 3

City \*

Chicago

Country \*

United States ▾

State

Illinois ▾

Zip Code

60611

Phone


Area Code

Phone Number

Email \*

nkato@facs.org

☐ I'm not a robot

  
reCAPTCHA  
[Privacy](#) · [Terms](#)

[Change Username](#) [Reset Password](#)

Save User



6. Enter your new username in the spaces provided and click “Save”:

/ **Change Username**

**Current Username:** 03710529

You can change your current username here. We recommend using your email address as your username for convenience.

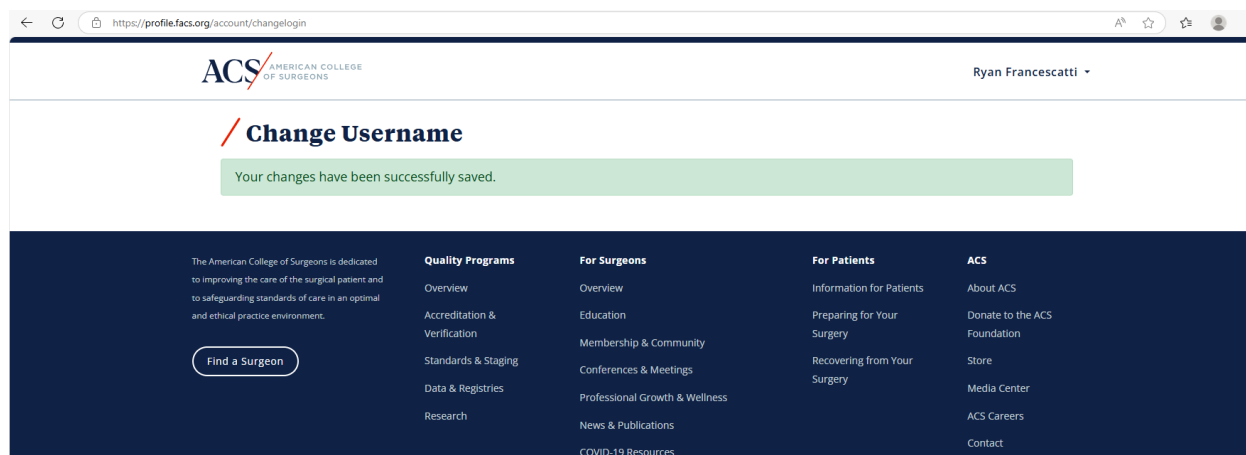
Save

7. Click on “Save” to confirm and change your username:

The screenshot shows the ACS website's 'Change Username' page. A confirmation dialog box is open in the center, asking 'This action will change your Username. Do you want to continue?'. The dialog has 'Close' and 'Save' buttons. A red arrow points to the 'Save' button in the dialog. The background page shows the current username 'rfrancescatti@facs.org' and two input fields for the new username, both containing '3651683'. A 'Save' button is at the bottom of the page.



8. If the username change was successful, you will receive the following message:



Please contact [traumaeducation@facs.org](mailto:traumaeducation@facs.org) if you have any questions

