AEA Learning Online

DIRECTIONS FOR THE AEA PD ONLINE LEARNING SYSTEM

To access the training system:
1. Go to the training system home page https://training.aealearningonline.org

To register in the system (First-time user not registered in the system):
1. Click on the **Register Here** behind **First time user?**
2. Fill in your first and last name
3. Enter your home mailing address
4. Enter your phone number
5. Enter your email address
6. Enter your BoEE folder number (If you do not know your number, click on Find your BOEE folder number, If you do not have a BOEE license, click N/A
7. You will set your own **password**
8. Select "Yes" to the question, Are you employed by a District or AEA?
9. Select your **District** – **Calamus Wheatland**
10. Enter the **District Password** –**Warriors**
11. Select Position, Subject Taught, and Grades Taught (you may leave as Not Applicable)
12. Click the **Submit Registration Info** button (you will be redirected to the top of the page, scroll to the bottom)
13. Click on the **Register as…** button (You are now registered into the training system)
14. You will be redirected to the log in page, please enter the **email and password** that you created

Forgot/Reset my Password:
1. Click **Forget your Password?**
2. Enter your **email address and the verification code**

To register for a self-paced course or training:
1. Click on **Catalog** above the clock on the left-side
2. The most popular trainings are listed on the right
3. If you need to find a training not listed, type in a **Keyword**
4. Click the **Register** button

To resume a course:
1. Locate the training under **Currently enrolled trainings** (on your home page). Click the **Resume** button
2. If you have not accessed a course in the past 84 days, your enrollment will have expired. In this case, you will see a **Restart** button. This will take you to the beginning of the training. If you wish to no longer complete the training, you may click the **Drop** button.

To download a certificate:
1. Locate the training under **Your training history**
2. Click on the **Certificate** button

To edit personal information:
1. Click **Profile** at the top of the screen
2. Edit any of the fields located under **Personal Info**
3. Click **Update Personal Info** button

To update your Employment information:
1. Click **Profile** at the top of the screen
2. Edit any of the fields under **Employment Info**
3. Click **Update Employment Info** button

For assistance:
1. Click on **Help.** You will see your district's contact information listed there.
2. In addition, the help menu contains many resources for FAQs regarding the system, as well as has the on-site Help Ticket system.
3. If you have any questions specific to one of the self-paced courses, including for extensions, contact the instructor directly.