

# 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
- 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.

The Area Education Agencies of lowa do not discriminate on the basis of race, color, creed, sex, martial status, national origin, religion, age, sexual orientation, gender identity or disability in its educational programs, services, or employment practices.

- Blood borne Pathogen (annually)
- Right to Know: Hazardous Chemicals OSHA (annually)
- Suicide Prevention and Postvention (annually)
- Adverse Childhood Experiences (annually)
- Mandatory Reporter (Child & Dependent Adult Abuse) (every 3 years)
- R2L: Health & Safety for Teachers & Staff (every 3 years)
  Bullying Prevention (every 3 years)
- Bullying Prevention (every 3 ye
  Ch.103 Seclusion & Restraint
- Ethics for Educators (Licensed staff 1 time)