

A reminder that all trainings, with the exception of the Mandatory Reporting of Child Abuse, are free for employees of districts who participate in AEA PD Online services fee for districts. If a district does not participate, school personnel must pay $25 at the end of the training.

**There is a fee of $25 for all individuals completing the Mandatory Reporting of Child Abuse training, even if their affiliated district is participates in AEA PD Online services.**

**DIRECTIONS FOR THE AEA PD ONLINE TRAINING SYSTEM**August 2014

**To access the training system:**

1. Go to the training system home page at <http://training.aeapdonline.org>

2.Enter your username and password and click the **Login** button.

3. To log out of the system, click the **Logout** tab located at the top of the page.

**To register in the system (First time user not registered in the new system):**

1. Click the **Register here** link below the login area or on the REGISTER tab at the top.

2. There are both required fields and optional ones. While you may want to include the optional fields as well, you must fill in the required ones. Start with your **first and last name**.

3. Select a **username** that is easy to remember (you will need to enter this if you forget your password later). In many cases, your name (georgebush) or first letter last name (gwashington) will work well, though some common names might already be taken.

4. Choose your own personal **password.** **Please retain your username and password for future use.**

5. Select a different **state** if your home address is not in Iowa.

6. Enter your **e-mail address** that you can access year-round.

7. In the Employment Info section, you must choose an **AEA** if you are a district employee and do not want to pay for the trainings (even though it is marked optional). Then, select your **district**. If you are not employed in a district, please choose Pay Customer

8. If you work for a district, you must enter the **district password**. Again, this is only optional if you wish to remain a Pay Customer. Please check with your administrator for your district’s password.

9. Click the **Submit Registration Info** button. It will check that you have entered the required information and display any errors. IF THERE ARE NO ERRORS, YOU MUST CLICK THE CONTINUE BUTTON AT THE BOTTOM TO FINISH REGISTRATION.

**To edit personal information:** (employment or email updates)

1. Click the **You** tab at the top.

2. Right underneath, click the **Edit** button. You can change your personal information, such as a new employer or email address.

3. Click **Update Student Info** button at the bottom of that page. You will receive a message on the screen that the change was successful. Click **Done** to return to the main menu.

**To register for a course:**

1. Click the **Courses** tab at the top.

2. To view all courses, click the **Catalog** button. All trainings and self-paced courses in a “bookshelf’ display.

3. To filter the catalog, click one of the categories on the right. If your district has uploaded its own required trainings, you will see a button that says **District Modules.**

4. Find the module or course you wish to take and click its cover. It will display the course description. Click the **Register** button.

5. If you are not an employee of the AEA/District listed on the **Course Registration** page, see **To Edit Personal Info** above to make the change to your current AEA/District before you begin a training to avoid any unnecessary fees.

6. To begin the course, click **Continue**.

This will take you to the first page of the course. The navigation arrows, to advance the page forward or back, are located next to the page number towards the top of the page. You can log out of your course before you have finished and then login to resume.

**To resume a course:**

1. Click the **Courses** tab at the top. If not already selected, click the **Enrolled** button.

2. Click the cover of the book, and then the **Resume** button to pick up where you left off.

3. If you have not been in 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.

4. If you wish to no longer complete the training, you may click the **Drop** button.

**To retake a course:**

If you wish to complete a training prior to the expiration date of the training:

1. Click the **Courses** tab, and then on the **Catalog** button underneath.

2. Locate the course that you wish to complete and click the cover. Click the **Review** button if you just want to review the content. Click the **Retake** button to complete the course.

3. If you clicked Retake, this will take you to step 5 of the registration process above.

**To print a certificate:**

1. Click the **Courses** tab, and then on the **Completed** button underneath.

2. Click the title, and then click the **Certificate** button. If the certificate does open on your screen, you will be able to print this certificate. If the certificate does not open on your screen, check your download folder for a file called **doc.pdf**.

3. If the course is expired, you will not be able to print a certificate.

For **support**: Click the SUPPORT Tab at the top for a contact name in your AEA and local district, FAQ’s about browser requirements, registering for courses, printing certificates, and more.