DIRECTIONS FOR THE AEA LEARNING ONLINE TRAINING SYSTEM

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

To register in the system (First-time user not registered in the system):
1. Click on the **Register Here** under **Login to your Student Account**
2. Fill in your first and last name and your email address. While not required, your home address will help in case records need to be mailed to you, as this system also is the single sign-on for the statewide registration system.
3. 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
4. Are you employed by a district or AEA?
   Select "No" if you are not employed by a district or AEA in Iowa. Select "Yes", if you are an employee of a district even on a substitute basis
5. Select your **District**
6. Enter the **District Password** provided by the **District Administrator**   (Rebels is the district password)
7. Select Building, Position, Subject Taught, and Grades Taught (you may leave as Not Applicable)
8. Click the **Submit Student Information** button. The system will check your information and let you know if there are errors to correct.
9. If there are no errors, click on the **Register as…** button (you are now registered into the training system)
10. You will be redirected to the Log in page, please enter the information that you registered into the system

Forgot/Reset my Password:
1. Click **Forget your Password?**
2. Enter your **email address and the verification code.** This will prompt an email for you with a link to reset your password.

To register for a course:
1. Once logged in, click on the **Catalog** icon in the upper left corner.
2. Any district-favorited trainings will appear on the page. Either select a training from the list or search for the training title.
3. In addition to a keyword search, you can browse by applying one of the filters on the left (e.g. Science, Nurse, etc.)
4. Click the **Register** button if you are taking a training for the first-time or the Certificate is Expired

   IMPORTANT NOTE: The system will do a check if you need to pay for the course or training you have selected. You will need to confirm the information on the screen and update anything that is missing or incorrect before you click the **continue** button to begin. If a payment is required, this will take you to the payment screen. MAKE SURE YOUR INFORMATION IS CORRECT. There are NO REFUNDS for payment.

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 print a certificate:
1. Locate the training under **Your training history** (on your home page). Make sure you are on the **Valid Trainings** tab.
2. Click on the **Certificate** button. This creates a PDF that you can print or save.

To edit personal information:
1. Click on the **Profile** icon near the top of the screen
2. Edit any of the fields located under **Personal Info,** then click **Save Personal Info** button
3. If you would like, you can upload a profile image in an area on the right side of the screen.

To update your Employment information:
1. Click on the **Profile** icon near the top of the screen
2. Edit any of the fields under **Employment Info**, then click **Save Employment Info** button

To update your Graduate Partner information (for the statewide registration system):
Our system serves as the single sign-on for the statewide registration system. As such, credit or credit hours earned in our system may be sent over to their system. To make sure your information gets sent correctly, you will want to add your information here.
1. Click on the **Profile** icon near the top of the screen
2. Edit any of the fields under **Graduate Partner** tab. Be sure to click the appropriate **save** button, as there are separate ones for nursing, graduate partners, and the DHS IowaID

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 questions specific to one of the self-paced courses, including for extensions, contact the instructor that course directly.