

**To access the new training system:**

Go to the AEA PD Online training system at <http://training2.aea11.k12.ia.us>

**To register in the system:**

The **first time** into the new system, **everyone must register (even if you have completed trainings before)**. The **new system became active September 20, 2009**. **Be sure to save your username and password for future training registrations.**

1. Click on the **Register into the System** button at the bottom of the page.
  2. Fill in your first and last name.
  3. You can enter either your social security number or your driver's license number. However, **you should select the one you have used in the past (with the old system), or you will not have access to your old records.**
  4. You choose your own personal username and password (**not** the one supplied by your AEA). The system gives you some hints to find an acceptable one. Please retain your username and password for future use.
  5. Enter your email and click the **Submit Student Information** button.
- You are now registered into the training system.

**Login and Log out:**

The next time you come to the site, you will enter your username and password and click the **Login** button. To log out of the system, click on the **log out** button located in the upper right corner.

**Forgot your username or password?**

On the Welcome page, you can recover your username and password. Click on **Recover lost password** and enter the information requested. Note: If you do not know your username, you will need to contact your support person listed on the left side of the page.

**To register for a course:**

1. From the **Course Catalog** selection list, click the **Register** button for the training you wish to take.
2. It will ask you to verify your district. If it does not list the correct district, click on "Edit Student Info" to change it. Otherwise, click on "Complete the Registration Process"

Note: Beginning September, 2011, participants will need to add a district password when they change their employment information. Your district password is **IPqrbq7AA1ii**

**Effective July 5, 2011 there is now a \$25.00 fee for individual educators for the Mandatory Reporter training. This is not a district fee; it is paid by the individual at the time of taking the training. While using a credit card is the main option, an individual could elect to send in a check as well. You will be asked to pay the fee when the training is completed, before you may receive your certificates of completion.**

Just like before, you can log out of your course before you have finished and then login to resume.

**To resume a course:**

1. Log back into your account.
2. From the home page, click on the **Resume** button next to the course.

**To change personal information:**

If you need to change any personal information, click the "front page" link (if necessary), and then click the "Edit Student Info" link.

**To print a certificate:**

If you need to print out a certificate, click on **Course Certificates** and then click on the course title. On the screen below, you will see a button that allows you to print the certificate. Note: the Mandatory Reporting of Abuse certificate is required by law to be printed by your course provider, so this is the only certificate you will not be able to print.

AEA PD Online will mail three copies of the Mandatory Reporter certificate to you. Of the three copies the District requires one for your file so please forward one copy to our office. The second and third copies are for the State if you are applying for a license or for your personal records.

**To retake a course:**

1. On the left side of the screen, click on **Course Catalog**.
2. On the far right of the **Course Name**, click on the retake button.

Your district contact for this training is Lindsay Seydel. [lseydel@west-branch.k12.ia.us](mailto:lseydel@west-branch.k12.ia.us)

For technical support questions, contact: Grant Wood AEA Professional Development 319-399-6517 or 1- 800-798-

