



AEA PD Online
ONLINE PROFESSIONAL DEVELOPMENT

A reminder all trainings, with the exception of the Mandatory Reporting of Child Abuse, are free for employees of districts who opt in to the Online Learning System. If a district opts out of the Online Learning System, teachers may pay the \$25 fee to complete a training.

There is a fee of \$25 for all individuals completing the Mandatory Reporting of Child and Dependent Adult Abuse training, even if their affiliated district is opting into the Online Learning System.

DIRECTIONS FOR THE AEA PD ONLINE LEARNING SYSTEM

To access the training system:

1. Go to the training system home page at <http://training.aeapdonline.org>
2. Enter email address you used when registering in the system.
3. Enter password you created when registering in the system.
4. You may be prompted to update your BOEE license number information before you can proceed to trainings. If this is the case directions will be on the first page after you login. If you do not hold a BOEE License click N/A check box.

To register in the system (Only 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 email address
4. 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
5. Select your **District**
6. Enter the **District Password** (provided by your District Administrator)
7. Select Position, Subject Taught, and Grades Taught (you may leave as Not Applicable)
8. Click the **Submit Registration Info** button
9. Click on the **Continue** button
10. You are now registered into the training system

To register for a course:

1. Click on **Catalog** above the clock on the left-side
2. Either type in a **Keyword** or select a **Training Type**
3. Click the **Register** button if you are taking a training for the first-time or the Certificate is Expired
Click on the **Retake** button if you are taking a training prior to the expiration date

To resume a course:

1. Locate the training under **Currently enrolled trainings**
2. Click the **Resume** button
3. 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**
2. Click on the **Certificate** button

To edit personal information:

1. Click **Your Name** on the right side of the screen
2. Click on **Edit Profile**
3. Edit any of the fields located under **Personal Info**
4. Click **Update Personal Info** button

To update your Employment information:

1. Click **Your Name** on the right side of the screen
2. Click on **Edit Profile**
3. Edit any of the fields under Employment Info
4. Click **Update Employment Info** button

For assistance:

1. Click on **Help**
2. Select your **District of Employment**
3. You may also select any of the subjects for frequently asked questions regarding the system

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