



## DIRECTIONS FOR THE AEA PD ONLINE TRAINING SYSTEM

For registering as a first time user you will need:

***IOWA FALLS DISTRICT PASSWORD = cadets***

**1) MANDATORY REPORTING OF CHILD ABUSE---Select MANDATED TRAINING MODULE in Catalog**

**WHO:** Training and certification is required for:

(a) New teachers and administrators (educators) to the Iowa Falls Community School District must be certified within 6 months of employment (if not currently certified).

**2) RIGHT TO KNOW---Select OSHA MODULE in Catalog**

**WHO:** Training and certification is required of all NEW employees – teachers, administrators and support staff. **-WHEN:** Educators may take their training whenever it is convenient as long as it is completed within the previously stated timelines are met.

**3) BLOODBORNE PATHOGENS--- Select OSHA MODULE in Catalog**

**WHO:** Every employee– every year - **WHEN:** Educators may take their training whenever it is convenient during the course of the first semester.

***Send certificate of completion of course to the Superintendent's Office***

**To access the training system:**

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

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

To log out of the system, click on 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. Enter your name in the **first name / last name** fields.
2. Enter your email in the **email** field. This email will be used as your login identifier, and to contact you if needed.
3. Select whether or not you wish to receive email notifications from AEA PD Online.
4. Enter your **BOEE folder number**. If you do not have a BOEE folder number, click N/A. If you do not know your BOEE folder number, a link is provided to find it.
5. Choose and enter a **password** for yourself. You will only use this password to access the Online Learning System, and is not the same as any other AEA passwords you may be using.  
**Note:** Password strength is a measure of the effectiveness of a password's difficulty to be guessed by someone who does not have direct access to the password. The indicator bar will change to reflect the strength of the password you choose. For this system the strongest passwords will have a mix of upper and lower case characters, numbers, non-alphanumeric characters, and be 12 or more characters in length. The strength of the password will not impede your registration process.
6. Select the district or AEA where you are currently employed.
7. Enter the district password given to you by your district training course administrator. **(see above for district password)**
8. Click **submit registration info**. This will validate your district password, and display your building selection list for your district (if available - not all buildings are currently listed).
9. Select your building (if available).
10. Select your position(s) (if listed).
11. Select the subject(s) you teach (if applicable)
12. Select the grades(s) you teach (if applicable)

### **SUBMIT FORM**

Once the form is complete click the **submit registration info** button again. You may make changes to the registration information and resubmit as needed. Once there are no errors the **continue** button will appear. Click it to **complete the registration process**. Upon successful registration you will be automatically logged into the system. You may login to the online learning system at any time by entering your email and personal password on the **Login** page.

## System Navigation

Once you log in, the menu bar displays three options: **HOME**, **HELP!** and **LOGOUT**.

### HOME

The **HOME** section (denoted by a little house) is your online base of operations.

In the left column of the **HOME** page is a summary of your employment information in the training system. You should keep this information up to date, as your district may use it to aid you in your professional development. Below your information is a calendar of events, announcements, and important dates.

In the right column is a list of your **currently enrolled trainings** that displays your status in each module or self-paced course. Here you may **resume** or **drop** a training module or course. Training modules need to be completed within 84 days. If you haven't completed a training within that window, you need to **restart** the training.

Below your current trainings is a list of your **training history** in this system. The expiration status for each training is displayed in **green** (valid), **orange** (expires within a month), and **red** (training expired). Certificates for valid trainings can be downloaded with a click on the certificate button next to the training entry.

### HELP!

Where you are now. From here you can **contact** your district learning system administrator; get general **info** about the learning system; see what **software** is supported; learn about how to take a training **course** or module; read instructions on how to **register** into the learning system; and find out how to access your **certificates** of completion.

### LOGOUT

Clicking on the **LOGOUT** button, or selecting **LOGOUT** under your name, ends your current session. When you next log in to the learning system, you may resume your in-progress training courses or modules where you left off.

The tab bar

Each page has a tab bar that contains contextual navigation options. For example,

In the tab bar of the **HOME** page you can click **catalog** to register for a training module or self-paced-course.

In the tab bar of a lesson page you can click **toc** to display a Table of Contents for that training.

And on all pages, by selecting your name you can pull down a menu to edit your personal and employment information, or log out and end your current session.

## **TRAINING MODULE AND COURSE INFORMATION**

**Note:** You need to be registered into the Online Learning System before you can use it. If you need help registering into the online learning system, please review the **registration** support page.

1. If you are not logged in, login to the learning system by entering your username and personal password on the **Login** page.
2. Select **catalog** in the tab bar to see the catalog of available trainings.
3. Select a **training type** to display a list of trainings within that category. i.e., clicking OSHA will display Asbestos, Bloodborne Pathogens, etc. Or you can search for a training by keyword.
4. When you've found the training you want, click on the **register** button next to its name.
5. A message will appear on your screen verifying the course name and your current employment status. You may click the **Cancel** button if you do not wish to register for this course, or the **Edit your student info** link if your employment status is not correct. To complete the course registration, click the **Complete the registration process** button.
6. You are now registered for the course or module, and are ready to begin.

**While taking the training, if your session is interrupted for any reason:**

1. log back in to the learning system (if needed), then on your HOME page
2. click the **resume** button next to the name of the training in your list of currently enrolled trainings.

### **Uncompleted courses**

By default, you have twelve weeks (84 days) from registration to complete a training course or module. Your district administrator may assign a training module or course with an earlier deadline. If the course has expired due to a failure to complete it within the allotted time:

1. click the **restart** button next to the name of the training in your list of currently enrolled trainings to re-register, or the **drop** button to drop the training course.

### **Instructions for taking Review Quizzes**

1. After you answer all the questions, click on the "Score my quiz" button at the bottom of the quiz page.
2. If you answer a question incorrectly, you can answer a different question on the same topic by clicking on the "Try again" button or you can return to the material and, **after reviewing the material**, take the quiz again.
3. You must answer all questions correctly to be allowed to go to the next section. **Unanswered questions are considered incorrect.**
4. After answering all questions correctly, click on the "Begin next section" button to proceed.