



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 <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.
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: Union Community School District**
6. Enter the **District Password: Union Knights!**
7. Select Building, Position, Subject Taught, and Grades Taught (you may leave as Not Applicable)
8. Click the **Submit Student Information** button (you will be redirected to the top of the page, scroll to the bottom)
9. Click on the **Continue** 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**

To register for a course:

1. Click on **Catalog** above the clock on the left-side
2. Either select a training/Self-Paced Course from the list or search for the course title
3. After you do an initial search, you can refine the search by applying one of the filters that appears
4. Click the **Register** button if you are taking a training for the first-time or the Certificate is Expired

To resume a course:

1. Locate the training under **Currently enrolled trainings** (on your home page)
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** (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 **Your Name** on the right side of the screen
2. Click on **Edit Profile**
3. Edit any of the fields located under **Personal Info**, then click **Save 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**, then click **Save Employment Info** button

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 frequently asked questions regarding the system, as well as has the on-site **Help Ticket** system.