

Create a Vita

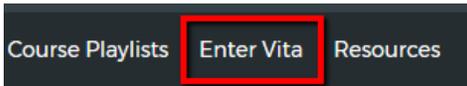
All Instructors for Professional Development courses in Iowa must have an approved Vita on file. The Instructor is responsible for entering their Vita and submitting it for review and approval.

This document is designed to give an overview of entering and submitting the Vita.

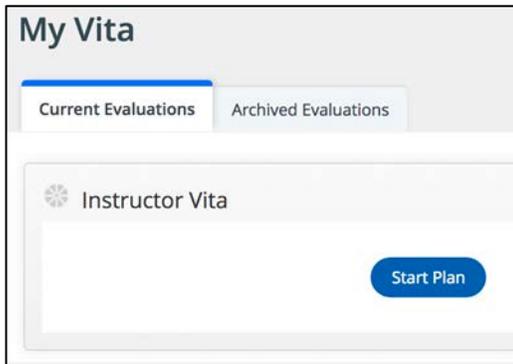
Log into your record in the *Professional Learning Registration System*: <https://aelearning.truenorthlogic.com>

Access via Enter Vita Tab

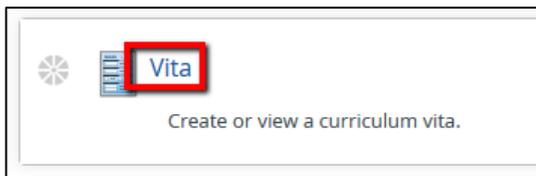
1. Click **Enter Vita Tab** in the tabs along the top of the screen.



2. Click the **Start Plan** button.



3. Click the **Vita** link.



Complete the Vita Form

4. Click the **Edit** button to begin.



5. Complete the form fields. Note: Required fields are designated with an asterisk.

The screenshot shows a web form titled "Vita" with the following sections and fields:

- Instructions:** "Please complete or update as much of the following information for this instructor as possible." and "Note: Please click one of the buttons at the bottom of this page in order to save any changes, or click 'Cancel' to exit this page."
- PERSONAL DATA:**
 - * Last Name (text input)
 - * First Name (text input)
 - * Title/Position (text input)
- Home Address:**
 - * Street (text input)
 - * City (text input)
 - * State (dropdown menu, currently showing "--Select One--")
 - * Zip (text input)
- Work Address:**
 - * Which AEAs will you teach for? (dropdown menu, currently showing "None Selected" with a list of options: "Not an AEA Employee", "AEA Learning Online", "Central Rivers")
 - * Work Street (text input)
 - * Work City (text input)

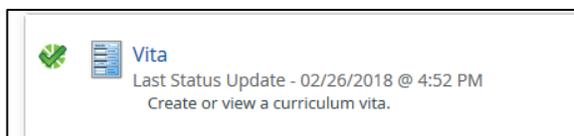
6. Click **Save & Exit** when finished. Note: Clicking **Save** will save a draft, **Cancel** will cancel the form. If you want to save your work and continue at a later time, click **Save**.

The screenshot shows the bottom of the form with three buttons: "Save", "Save & Exit", and "Cancel". The "Save & Exit" button is highlighted with a red rectangular box.

Note: If you saved your Vita as a draft, resume by clicking the **Enter Vita** tab, next click on **Instructor Vita**, and then to open your document, click on **Vita**.

The screenshot shows a dashboard titled "My Vita" with two tabs: "Current Evaluations" and "Archived Evaluations". Below the tabs, there is a section with a gear icon and the text "Instructor Vita", which is highlighted with a red rectangular box. Below that, the word "Owner" is visible.

7. After clicking **Save & Exit**, the Vita has been submitted for review. The green check displayed will indicate successful completion.



8. You may edit the submission by clicking **Vita** and then click **Edit**. After editing, remember to click **Save & Exit**.
9. You may print the Vita by clicking the **Print Screen** button and following the printing instructions.

