**HEARTLAND** PROFESSIONAL LEARNING
AREA EDUCATION AGENCY

# 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.

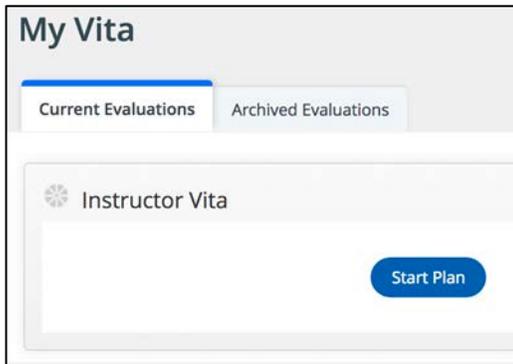This document is designed to give an overview of entering and submitting the Vita.

Log into your record in the *Professional Learning Registration System*: https://aealearning.truenorthlogic.com
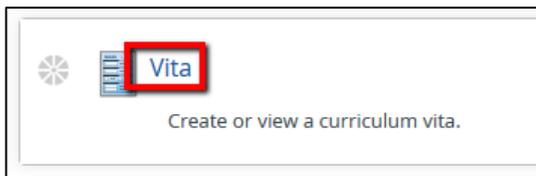
## Access via Enter Vita Tab

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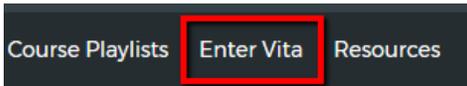


2. Click the **Start Plan** button.



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.



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.**



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**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.**



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7. After clicking **Save & Exit**, the Vita has been submitted for review. The green check displayed will indicate successful completion.
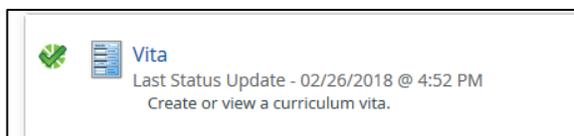
8. You may edit the submission by clicking **Vita** and then click **Edit**. After editing, remember to click **Save & Exit.**

9. You may print the Vita by clicking the **Print Screen** button and following the printing instructions.