


How to Update Your AEA Login

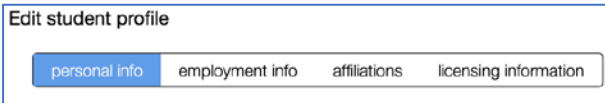
Update Your Profile

Has your information changed? If you need to update your name, contact information, district of employment, or licensing information, go to the AEA Learning System and log in: <https://training.aealearningonline.org>

Please note: Profile changes are updated in the AEA Professional Learning Registration System through an overnight process. You may not be able to register until the next day for courses that are restricted to specific school districts.

To Update Your Profile

-  Click on the **profile** icon at the top of your page.
- Click the tab you would like to update.



Update Employment Information

- Select **No** if you are not employed by a district or AEA in Iowa and click the button, **save employment info**
- Select **Yes** if you are an employee of a district or AEA employee
 - If Yes, select your district in the list of school districts
 - Enter the district password provided by the **District Administrator**
 - Click **save employment info**. This will validate your district password, and display your building selection list for your district (if available - not all buildings are currently listed)



- Next, click all that applies:
 - Select your building (if available)
 - Select your position(s) (if listed)
 - Select the subject(s) you teach (if applicable)
 - Select the grades(s) you teach (if applicable)
 -
- Click the button, **save employment info**, to update your information



Verify that your information is correct, and click the button, **return to front**.


Update Licensing Information

On the Licensing Information tab, you can add the information that pertains to you.

Note: Adding your demographic information will help the Graduate Partners (Drake, Grand View, and Morningside) uniquely identify a student in the college's student registration system. Be sure to verify your home address under the **personal info** tab.

Edit student profile

personal info employment info affiliations **licensing information**

 LICENSING INFORMATION

- if you have an Iowa nursing license number, enter it here.
nursing number
- certain licenses may require your date of birth.
date of birth (format YYYY-MM-DD)
- to add a graduate partner select it in this list, enter your student ID for them, then save
partner
student ID
- If you work in childcare or preschool settings, you should add your Individual Department of Human Services Iowa Child Care Provider Training Registry Account ID (this is what you use to log in to the DHS Registry). Enter your registry account ID for DHS, then save.
If you are unsure of your DHS Registry Account ID, go to: <https://ccmis.dhs.state.ia.us/TrainingRegistry/Home.aspx> then click "sign in" to enroll in the DHS Registry and get an Account ID.
account ID (format firstname.lastname@iowaid)

Be sure to click the **“save”** button below each area to save the information you entered. When completed, click any of the **return to front** buttons.