How to Create Your AEA Login - First Time User

To create your AEA Login, go to: https://training.aealearningonline.org

> NOTE: New account creations are added to the AEA Professional Learning Registration System through an overnight updating process. New users will need to wait until the next day to access the registration system.
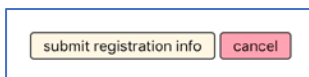
Create Your Account

Click on the **Register Here** under **Login to your Student Account**.

Personal Information

1. Enter your name in the **first name / last name** fields. Middle name is optional.
2. Enter your **home address** in the address fields.
3. Please enter your **home phone number or cell phone number** in the contact phone field.
4. Enter your **email address**. This email will be used as your login identifier, and to contact you if needed.
5. Enter your **BOEE folder number**. NOTE: Click **N/A** if the Board of Educational Examiners has not issued you a License, Authorization or Certification and you will be assigned an AEA Learning Folder Number instead.
6. Choose and enter a **password** for yourself.

Employment Information

1. Select **No** if you are not employed by a district or AEA in Iowa and click button, **submit registration info**.
2. Select **Yes** if you are an employee of a district or AEA employee
   1) If Yes, select your district in the list of school districts
   2) Enter the district password provided by the **District Administrator**
   3) 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)

   4) 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)

3. Click the button, **register as [your district] employee** or **register as a pay customer** to complete the registration process.

4. Log into the AEA Learning System to verify that your email and password were saved correctly.

Use your **AEA Login** to access your account in:
- AEA Professional Learning Registration System
- AEA Statewide Moodle
- AEA Scout
- Heartland AEA's Creative Services