

# Create an Account in identAEA

REGISTER HELP!

AEA LEARNING SYSTEM

NOT LOGGED IN

trainings

AEA LEARNING SYSTEM

11:20am  
Friday, December 1

EVENTS AND ANNOUNCEMENTS

Accessing the Statewide Registration System starts Nov 20, 2023 10:35am

LOGIN TO YOUR USER ACCOUNT

Login Changes: The login process looks different, but you'll use your same email and password.

log in with identAEA

Forgot your password?  
First time user? Register here

Navigate to [training.aealearningonline.org](https://training.aealearningonline.org). When you access the system for the first time, you will need to create an account. You can do so by clicking the “Register Here” link below the sign in button.

**\*\*If you have an account already with AEA Learning Online but you have changed schools or email addresses, please update your existing account. Do not create a new account.\*\***

## identAEA Create a Profile

Select if you are creating a new account as a kindergarten through twelfth grade student or as an adult.

Which best describes you?

**K12 Student**  
You are a student in kindergarten through twelfth grade.

I'm a K12 student

**Adult**  
You are a school employee, parent, or adult not affiliated with an Iowa school.

I'm an adult

**Graduation Year**  
What year will you graduate high school?

Do you think you already have an account in IdentAEA?

Yes  No

**\*\*If you are creating an account for a student that is working at the district in some capacity and needs to take mandatory training, please register their account as an adult.\*\***

If you select “Yes” that you *think* you already have an account in IdentAEA for another website, it will prompt you to exit the registration system and sign in with your Ident AEA credentials. IdentAEA credentials are used across multiple AEA websites.

Do you think you already have an account in IdentAEA?  
If you've been employed by a district or AEA before, or have taken courses through [AEA Learning Online](#), you probably already have an identAEA account.

Yes  No

Please do not create a new account. Log in to your existing account instead. If you know your password, you can log into your existing account even if you no longer have access to your email address (such as if you changed districts). [Reset your password](#) or [contact support](#).

# Create an Account in identAEA

If you already have a BoEE folder number, click 'yes' and enter that now. If you don't know or are unsure, you can look that up by going to <https://iowaboee.my.site.com/LicenseSearchPage>

If you do not have a BoEE folder number, select 'No/I Don't Know'.

Put in the email address you would like to use to sign into your account. This can be changed later, but make sure it is an email you always have access to.

## identAEA Choose a Login Option

Welcome Back  
Your profile already exists in IdentAEA. Please log in.

**a\*\*\*@anytowncs.org**  
Initials: AA

[Reset your password](#) if you do not remember it. [Contact support](#) if you think this is an error.

IdentAEA Email Address

OR

Sign in with Google

Sign in with Microsoft

Password

[Forgot password?](#)

Log In

If your email address has not been used by a previous account, the next page will ask if you are a 'District or AEA' employee. If you select 'Yes' find your district or AEA and enter the district verification code. This can always be changed in your profile at a later date.

**\*\*If you are a district or AEA employee and do not know the verification code, when you select the district or AEA it will give a contact for your district or AEA who can give you the code.\*\***

## identAEA Create a Profile

Do you have a Board of Educational Examiners (BOEE) folder number?  
[Search for my folder number](#) (link opens in a new tab).

Yes  No / I Don't Know

Email Address

< Back Continue

If you enter your email address and it has been used to create an account before, you will get this screen where it will prompt you to log in.

If you do get this screen, please do not go back and create a new account with another email address. Reset your password or email [support@aealearningonline.org](mailto:support@aealearningonline.org) for assistance.

## identAEA Create a Profile

Are you a district or AEA employee?  
 Yes  No

District or AEA

any

Anytown Community Schools

District Verification Code

If you do not know your district verification code, please contact your district contact.

Anytown Admin  
admin@anytowncs.org  
(515) 555-2368

< Back Continue

# Create an Account in identAEA

The next page will lead you to enter in your name and create a password.

It is best practice to use capital and lowercase letters, numbers, symbols, and special characters when creating a password. Make sure to choose something you can remember.



Create a Profile

First Name

Last Name

Password  
Passwords must be at least 8 characters long.

Confirm Password

[Continue](#)

identAEA Profile Dashboard Test Account

**Welcome, Test Account**  
Manage your settings to make IdentAEA work for you

- Dashboard
- Personal Information
  - Basic Information
  - Contact Information
  - Employment Information
- Email Addresses
- Two Factor Authentication

**Display Email Address**  
test@anytowncs.org  
Manage which email addresses you use to log in with.  
[Manage Email Addresses](#)

**Two Factor Authentication**  
Manage two factor authentication (2FA)  
[Manage 2FA](#)

**Personal Information**  
Manage your personal information used across the platform.  
First Name: Test      Home Phone:  
Middle Name:          Alternate Phone:  
Last Name: Account  
Address: 123 Anytown Dr  
City: Des moines  
State: IA  
Zip Code: 50315  
[Manage Personal Information](#)

**Need help?**  
[Contact support](#)

Once you have your account created, it will bring you to this page where you can review your account and make any changes.