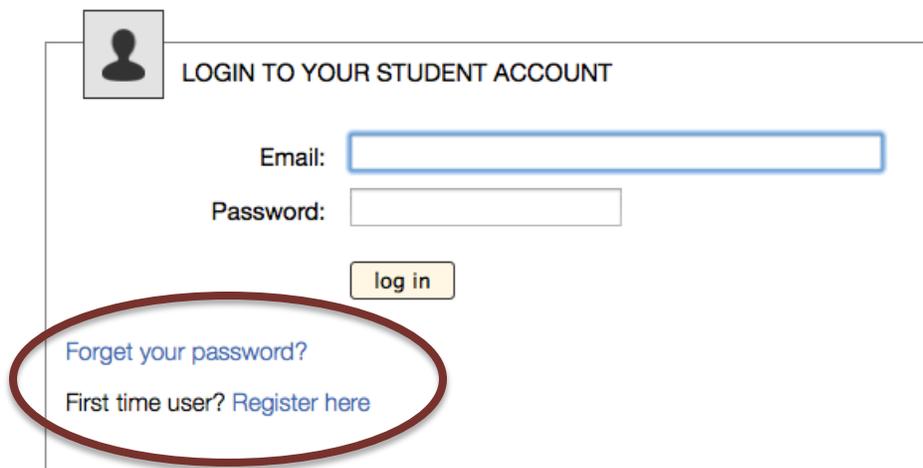


## Directions for Accessing the Webinar Module “Understanding Title III Requirements”

Go to the AEA PD Online training site: <http://training.aeapdonline.org>

Log in using your email and password for this site. Note, this is the same site that most people have taken their Mandatory Child and Dependent Adult Abuse training so most people will have a log in and password.

If you have forgotten your password you can click on the link in the log in box to retrieve your password.



LOGIN TO YOUR STUDENT ACCOUNT

Email:

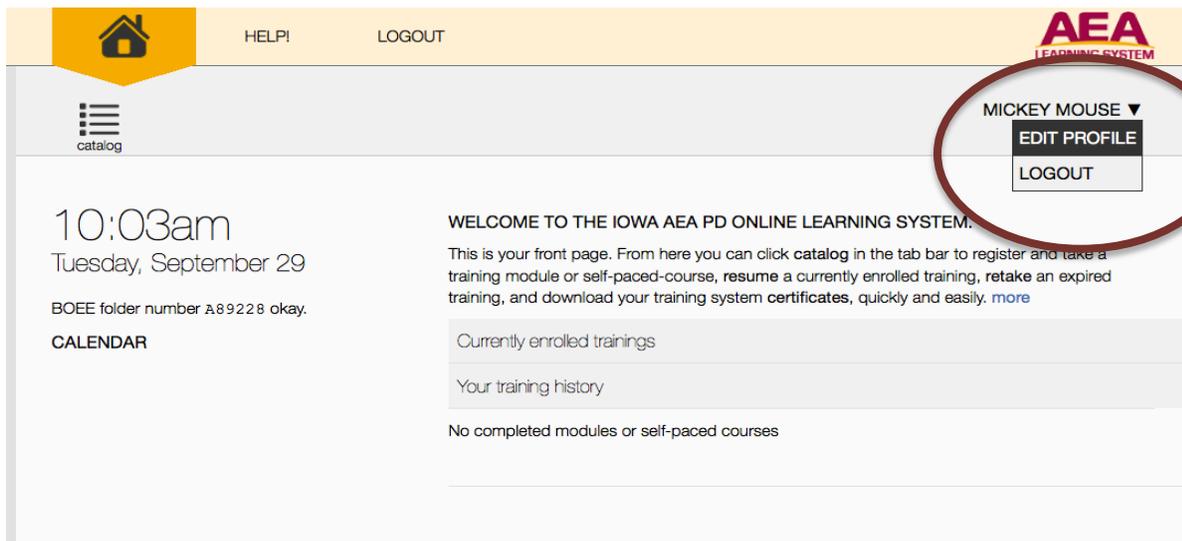
Password:

log in

[Forget your password?](#)

[First time user? Register here](#)

Once you have logged in, be sure to update your information in the system including your BOEE folder number and your district information. You will find the link to edit your profile here on the site.



HELP! LOGOUT

AEA LEARNING SYSTEM

catalog

10:03am  
Tuesday, September 29

BOEE folder number 289228 okay.

CALENDAR

WELCOME TO THE IOWA AEA PD ONLINE LEARNING SYSTEM.

This is your front page. From here you can click [catalog](#) in the tab bar to register and take a training module or self-paced-course, [resume](#) a currently enrolled training, [retake](#) an expired training, and download your training system [certificates](#), quickly and easily. [more](#)

Currently enrolled trainings

Your training history

No completed modules or self-paced courses

MICKEY MOUSE ▼

EDIT PROFILE

LOGOUT

If you do not know your BOEE folder number you can click on the link to search for it on their website.



### PERSONAL INFO

first name

last name

email

receive email notifications

BOEE folder number   N/A [Find your BOEE folder number](#)

current password  current password only required for password change

new password  8-16 characters, no spaces

Password strength: none

Be sure you are listed with the correct district. Scroll down and check. If you are unsure of your district password, the contact to get the password will be listed in your district information. This is especially important if you have changed districts or if your district has started using the system recently. **This is an important step so you do not have to pay for your certificate.**



### EMPLOYMENT INFO

district or AEA employee  yes  no

The fields below are for district and AEA employees only

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Department of Education												DES MOINES													
Des Moines												District contact:													
Des Moines Christian Schools												Debra Mendenhall													
Des Moines Christian Schools												<a href="mailto:debra.mendenhall@dmschools.org">debra.mendenhall@dmschools.org</a>													
Diagonal												(515) 242-7831													
Dike-New Hartford																									
Diocese of Des Moines																									
DMACC																									
Doctor's office																									
Don Bosco High School																									

district password  only required for district change

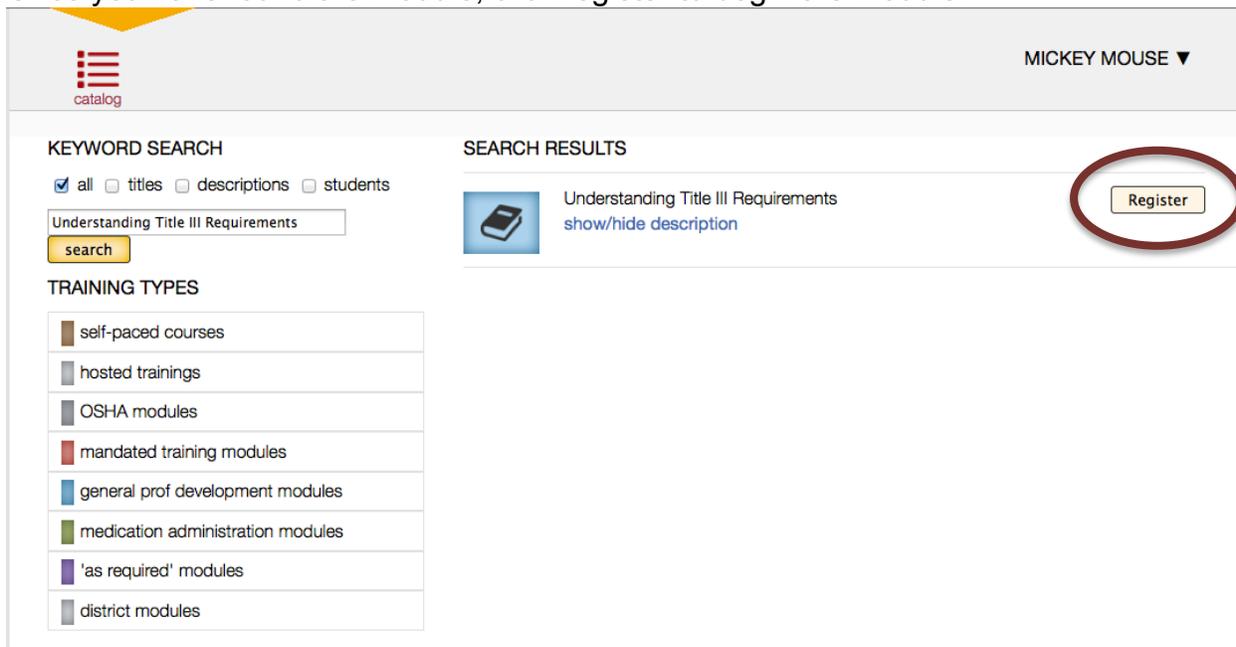
building

Once you have updated your information, be sure to click save.

To register for the module, click on the catalog button in the upper left hand corner of screen.



Once there you should search for the module **“Understanding Title III Requirements”**. Once you have found the module, click register to begin the module.



If you are wanting to complete the ELP Standards modules, Click on “hosted trainings” and you will find it as an option to register and complete.

The screenshot shows a web application interface for a catalog. At the top left is a 'catalog' logo with a red hamburger menu icon. At the top right is the user name 'MICKEY MOUSE' with a dropdown arrow. The main content area is divided into two columns. The left column has a 'KEYWORD SEARCH' section with radio buttons for 'all' (checked), 'titles', 'descriptions', and 'students'. Below this is a 'keyword search' input field and a 'search' button. Underneath is a 'TRAINING TYPES' section with a list of options: 'self-paced courses', 'hosted trainings', 'OSHA modules', 'mandated training modules', 'general prof development modules', 'medication administration modules', ''as required' modules', and 'district modules'. The 'hosted trainings' option is highlighted in yellow and circled in red. The right column is titled 'MODULE/COURSE LISTING' and shows a single entry: 'ELP Standards Module 1' with a book icon and a 'show/hide description' link. A 'Register' button is located to the right of this entry and is also circled in red.

This is where you will find all of the additional ELP Standards modules coming during the year.

You do not have to complete a module in one sitting. When you log back in and resume the training the system will start you in the section you were last in.