

How to Access and Complete the Annual Mandatory Trainings

1) Go to https://training.aelearningonline.org/index_login.php

https://training.aelearningonline.org/index_login.php



2) Enter your **login** information.
Click **log in**.

LOGIN TO YOUR STUDENT ACCOUNT

email

password

log in

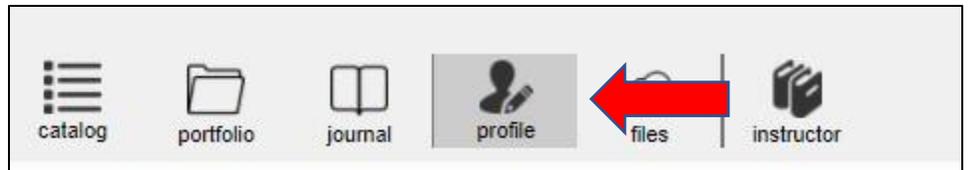
Forget your password?

First time user? Register here

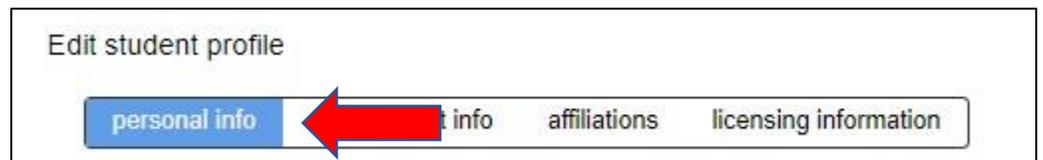
2a) If you forgot your password, click **Forget your password?**

2b) If you do not have an account, click **Register here** and create your account. *Make sure you use your Western Dubuque email address.*

3) When you are in your account, click **profile** (you will only do this the first time you access your account each school year).



4) Click **personal info**.



5) Ensure that the information displayed on the page is accurate.

PERSONAL INFO

first name

middle name

last name

address 1

address 2

city

state

ZIP

home phone

alternate phone

year-round email

receive email notifications

BOEE folder number (If you don't know what a BOEE folder number is, select N/A)

current password current password only required for password change

new password 8-16 characters, no spaces

Password strength: none

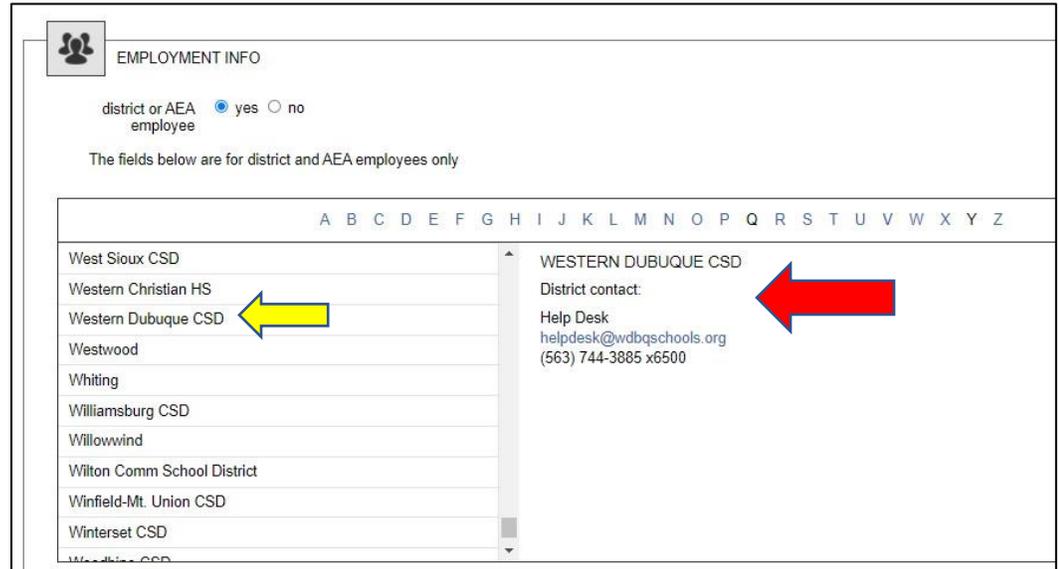
save personal info

6) Click **save personal info**

7) Click **employment info**.



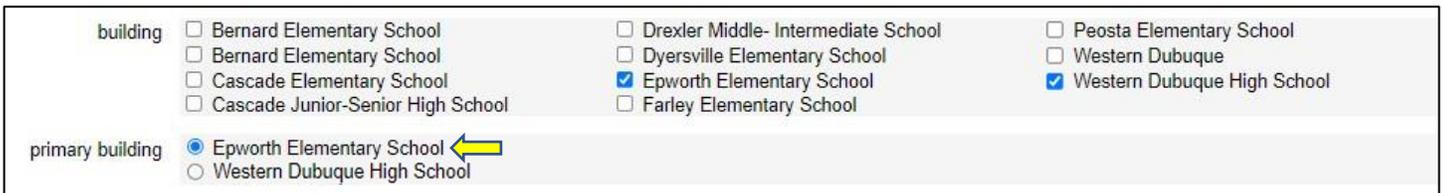
8) Make sure **WESTERN DUBUQUE CSD** appears in the right window. If it is not displayed, scroll down the left window and click Western Dubuque CSD.



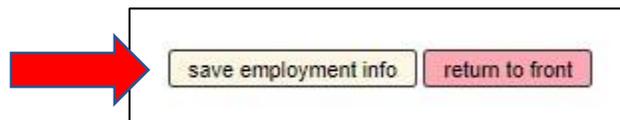
NOTE: If you are asked to provide a District Password or Passcode, use **wdbqschools**

9) Scroll down. In the **building** section, **check the building(s)** you are assigned to.

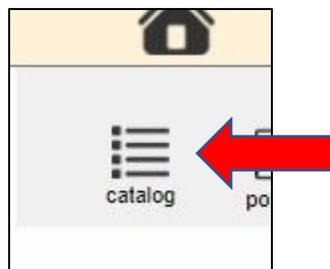
10) If a **primary building** section is displayed, select the building that is the primary building that you report to. If you are unsure which building is your primary building, ask one of your principals which building it is.



11) Click **save employment info**.



12) Click **catalog**.



13) Click **District Training**.



14) (If you previously completed this step, go to step 18). Click **Register** for the course module you need to take. If you are not sure which module you should take, click *show/hide description* or view the descriptions below. **IT IS IMPORTANT THAT YOU CHOOSE THE CORRECT MODULE.** Do not choose any course/module other than the WDCSD module that reflects your employment status. **DO NOT CHOOSE THE BLOODBORNE PATHOGENS TRAINING OR RIGHT TO KNOW TRAINING MODULES THAT APPEAR ABOVE THE WDCSD TRAININGS.**

- Training A:** Certified Staff, Clerical, Interpreters, Paraprofessionals
- Training B:** Bus Drivers, Mechanics, Food Service
- Training C:** Custodians, Maintenance & Grounds
- Training D:** Non-Teaching Coaches/Advisors
- Training E:** Substitutes
- Training F:** Central Office Non-Certified Employees



15) Ensure that the information that appears is accurate. If the information is correct, click the box next to **I have read and agree to the EULA Terms and Conditions**. Click **Continue**. If the information is not accurate, click **Cancel** and contact Jim Roberts (james.roberts@wdbqschools.org). **NOTE: There is no cost for you to take these trainings.** If you receive a notice that requires payment to take one of these trainings, you are in an incorrect training module.

You are beginning the registration process for the self-paced course

WDCSD Annual Trainings 2021-2022 - A

These trainings are required for Certified Staff, Clerical, Interpreters, and Paraprofessionals.

Registration checks:

- Your records indicate you are employed at **Western Dubuque CSD**. If this is not correct, [Edit Your Student Profile](#) to identify your district.
- This training is provided **at no cost to you**.
- **NO** Continuing Education Units (CEUs) are available for this training. Note: Iowa teaching licenses and certifications issued by the Iowa Board of Educational Examiners (BoEE) do not use CEUs but require license renewal credits. CEU certificates are NOT the same as the relicensure credits. Contact support@aealearningonline.org if you are not sure what you need.
- You will need to complete this training before Oct 19, 2021. If you are unable to complete by that time, you will need to contact our help desk for an extension.

If this information is correct click the **Continue** button to continue the registration process.

I have read and agree to the [EULA Terms and Conditions](#)

Click the **Cancel** button to cancel the registration process.

16) Once you click **Continue**, you will be taken to the first required training session for your module. Advance through the sessions. **It is important that you read and watch all module content** (there are time markers monitoring your progress as you advance through the content). You do not need to complete all content at one time; you will be able to resume the session where you ended.

17) When you have completed the required module for your classification, you do not need to submit a certificate or complete a form (there are several exceptions to this and those individuals will be notified). The AEA system keeps a record of your module progress. **The due date to complete all module sessions is September 7th.** **ONLY SESSIONS COMPLETED BETWEEN JULY 1ST AND SEPTEMBER 7TH WILL BE CONSIDERED AS VALID COMPLETION OF THE MANDATORY SESSIONS** (exceptions may be made for late August hires, substitute teachers, and those hired after September 7th).

18) Once you have completed steps 1-16 and you would like to return to your trainings module, you will see **Resume** next to the training module you have started. Click **Resume** and you will be able to resume the trainings where you left off. Only click **Drop** if you have chosen an incorrect training module. **Note:** clicking **Drop** will delete all information you have entered in a training module.

