Create an Account in identAEA

Navigate to 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.

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

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.

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

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]

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.

[G Sign in with Google]
                                  OR
[▦ Sign in with Microsoft]

IdentAEA Email Address
[   ]

Password
[   ]

Forgot password?

[Log In]

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 for assistance.

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

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.

identAEA
Create a Profile

First Name

Last Name

Password
Passwords must be at least 8 characters long.

Confirm Password

Continue

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identAEA Profile Dashboard

Test Account

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

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

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
Middle Name:
Last Name: Account
Address: 123 Anytown Dr
City: Des moines
State: IA
Zip Code: 50315

Home Phone:
Alternate Phone:

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.