

ACCESSING COURSES ON THE AEA 267 WEBSITE

RE: BLOODBORNE CLASS AND MANDATORY CHILD ABUSE CLASS

1. Access the AEA 267 website: <https://training.aeapdonline.org/index.php>
2. Click on LOGIN
3. ***Type in your username and password and then click on LOGIN
 - a. Then proceed with **4. below** – select ‘Course Catalog’

****IF you do not have a username and password:**

- b. Click Register into the system and enter the requested information: First Name, Last Name, Soc Sec, Driver License, Email, Current AEA – Select **AEA267**, District – Select **Grinnell**, District Password – Select **grinnellcourses1**, choose your username, and finish the questions on that page.

OR

**** IF you cannot remember your username and password:**

- c. To obtain your login information:
 - i. Click “Recover user password” or
 - ii. Send email to: susan.kriegel@grinnell-k12.org
4. Select **“Course Catalog” select the “Bloodborne Pathogens Training”** class (annual renewal) and/or **“Mandatory Reporter – Child and Dependent Adult Abuse”** (five year renewal) (Mandatory Reporter – required for certified staff , coaches, and volunteer coaches).
5. Select REGISTER or RETAKE next to the appropriate course.
6. It will ask you to verify your district. If it does **not** list the correct district, click on “Edit Student Info” to change it. Otherwise, **click on** “Complete the Registration Process”
 - a. Effective 9/7/11: If you are changing your district, you will be prompted for a district password: **grinnellcourses1**
 - b. If you edit your Student Information, you can return back to your training by selecting “Front Page,” then “Course Catalog” to reenter the training
7. Continue with the prompts to complete the online training. Left and right arrows will navigate you forward and back within the training. When done - LOGOUT

Notes:

- **Effective July 2011, the AEA imposed a \$25.00 fee for all state-wide certified individuals who take the Mandatory Reporter – Child and Dependent Adult Abuse class through the AEA. The district does not reimburse certified staff for this class.**

To print a certificate:

Click on Course Certificates and then click on the course title. On the screen you will see a button that allows you to print the certificate/s. You may contact Susan at the central office, 641/236-2702, to print and file your certificate/s.