

# IGDI Training - Preschool Literacy Training - 2015

8:00 AM to 4:00 PM

City	Location	Dates	Activity Number
Des Moines	Iowa Events Center: HyVee Hall	June 4	<a href="#">RE034399991601</a>
Des Moines	Iowa Events Center: HyVee Hall	August 14	<a href="#">RE034399991603</a>
Dubuque	Grand River Center	June 12	<a href="#">RE034399991602</a>
Ottumwa	Great Prairie AEA	June 26	<a href="#">RE034392151601</a>
Storm Lake	Buena Vista University	June 11	<a href="#">RE034399611601</a>

## Registration Directions:

1. Click on the **Activity Number** next to the date and location you would like to attend.  
**OR**  
Go to [www.heartlandaea.org](http://www.heartlandaea.org).
  - Under **Professional Development**, click on **Heartland AEA PD Catalog**.
  - On the **Catalog Search** page enter the **Activity Number** of the session you would like to attend in the field beside **OR...Enter an Activity Number:** and click **Go!**
2. On the **Activity Detail** page, click the fee, and then click **Add to Cart**.
  - **Not paying online?** If you would like to register for a session using a **check**, click on **Printable Registration Form**. Complete the form and mail it to the address listed on the form along with your payment.
3. Please **Sign In**
  - **Please Note:** If you have taken any courses from **Heartland AEA**, **AEA PD Online**, or mandatory or non-mandatory trainings in the **AEA PD Online Learning System**, you already have a record in the Heartland AEA registration system.

### *Please Sign In if you have already created a passcode:*

1. Select your **Login Method** from the dropdown menu (either your Driver's License number, Social Security number, or Iowa BOEE Folder number).
2. Enter the **corresponding number** to your **Login Method**.
3. Enter your **Passcode** and click **Log In**.
4. Next, please enter or verify your personal information, and click **Continue**.

### *If You Are a New User...*

1. Click on **Create New Account**.
2. Complete the **Personal and Employment Information** form and click **Continue**.
3. Next enter the **Passcode** you would like to use and enter it again in the **Verify Passcode** field.

### *Can't Access Your Account?*

1. Click on **Can't Access Account?**
2. On the next page, select your **Login Method** from the dropdown menu (either Driver's License number, Social Security number or Iowa BOEE Folder number).
3. Enter the **corresponding number** to your **Login Method**.
4. Enter your **e-mail address**.
5. An e-mail will be sent to you with your temporary passcode. (It may take up to five minutes to receive the e-mail.)
6. The next time you **Log In**, you will enter the temporary passcode. You will then be able to create a new passcode.

7. For assistance, please contact Heartland AEA Professional Development 515-270-0405, Ext. 14701 or 1-800-255-0405, Ext. 14701.

4. On Your **Shopping Cart** page:

➤ **Payment by Credit Card (VISA or MasterCard):**

- Click on **Pay with Credit Card**.
- Enter your credit card number and the cardholder name exactly as they appear on your credit card statement, verify your billing address, and click **Submit**.
- After the registration process is complete, the next screen is your Registration Confirmation, which you can print for your records.
- Upon completion of the registration process, two e-mails are sent to the address you provided. One e-mail contains your credit card receipt, and the other e-mail is your registration confirmation with the activity details included.

➤ **Payment by Purchase Order:**

- Click **Pay with Purchase Order**.
- On the next page you will enter the **Purchase Order Number**.
- After entering the information, click **Complete Registration**.
- Upon completion of the registration process, an e-mail containing the activity details is sent to the address you provided.

For assistance, please contact Heartland AEA Professional Development at 515-270-0405, Ext. 14701 or 1-800-255-0405, Ext. 14701.