

Online Courses/Webinars Instructions

Access Online Courses

Click on the **“Online Learning”** icon on the IASB homepage in the yellow Quick Links toolbar, which is located at the bottom of the homescreen. Or, under the “Conference, Training, & Events” dropdown menu, select **“Online Learning.”**

Once on the Online Learning page, click the “View Online Courses” button.

Access Webinars


All upcoming webinars can be found in the “Events Calendar” at the top of your screen. Click on the **“Events Calendar”** button and select the webinar you wish to attend.

Webinars that have already taken place can be located on the “Online Learning” page (see instructions for Accessing Online Courses) by clicking the **“View Archived Webinars”** button. Archived Webinars do not require registration and are free.

Once you have selected the Online Course or Webinar which you plan to attend, follow the instructions below to register for the event.

Individual Registration

1. Select

A blue rectangular button with a white person icon and the text "Register Myself".

2. If you are already signed in, continue to the next step. If you are not signed in, you will be prompted to enter your email address and password from the Login window.

- **You will need the email address that you regularly use to transact with IASB.** If your email address is not on file with IASB, or if you don't know the email address, please contact your superintendent's office for further assistance. **Please do not create a new account.** An account is created when a district adds an individual to the district roster.
- **Forgotten password?** If you do not know your password, use the “forgot your password?” link. Make sure to check your spam folder for an email from info@iasb.com if you do not see it in your inbox.)
- To view your account page at any time, click the “Hi [Your Name]” button on the top navigator bar.

3. Click **“Add to Cart”** and verify Course Registration Information.

4. Click **“Check-Out.”**

5. Click on the drop down arrow to choose the **Payment Method**, then click **“Continue.”**

6. Click **“Submit Order.”**

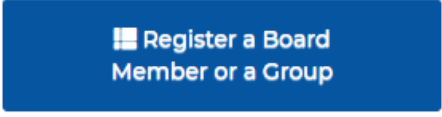
You will receive two emails — a confirmation of invoice email and an email from onlinelearning@iasb.com with a link directing you to your course.

[continued next page](#)

Online Courses/Webinars Instructions, continued

District Personnel Registering Members

1. Select



Register a Board
Member or a Group

2. If you are already signed in, continue to the next step. If you are not signed in, you will be prompted to enter your email address and password from the Login window.

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- **Forgotten password?** If you do not know your password, use the "forgot your password?" link. Make sure to check your spam folder from info@iasb.com if you do not see it in your inbox.)

3. Click the **"Continue to Event Registration"** button *located above the roster.*

4. Click **"Add a Group Registrant"**.

5. Click the drop down arrow on **"Registrant Name"** and select the individual to register. (Note: Multiple members can be registered in the same transaction, but each individual can only be registered for one course per transaction.)

6. Select **"Add to Group."** If you receive a message asking you to select a course fee; click on the box next to the course under the **"Course Fees"** section; then click **"Add to Group"**.

7. If you need to register another member, click **"Add a Group Registrant"** and repeat steps 7 - 8.

8. Once all necessary members are registered, click **"Save and Add to Cart."**

9. Click **"Check-Out"** when finished.

10. Click on the drop down arrow to choose the **Payment Method.**

11. Click **"Continue."**

12. Click **"Submit Order."**

You will receive an email confirmation of your order. The registrant will receive a confirmation email with a link to access the course. You will receive two emails — a confirmation of invoice email and an email from onlinelearning@iasb.com with a link directing you to your course.