

Online Course/Webinar Registration Instructions

Individual Registration:

1. Go to <https://www.iasb.com>.
2. Click on the **Online Learning** tab.
3. Click on the course title.
4. Click **Individual Registration**.
5. 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.
 - Login using the email address in the IASB system and your password.
 - Contact your district if you need to know the email address in our system.
 - **Caution:** If you are a district member, do not create a new account. An account is created when a district adds an individual to the district roster.
 - If you do not have or do not remember your password, click on the **Forgot your password** link.
6. Click **Add to Cart** and verify Course Registration Information.
7. Choose **Check Out**.
8. Click **Continue**.
9. Click **Submit Order**.

You will receive 2 emails - a confirmation of invoice email and an email from onlinelearning@iasb.com with a link directing you to your course.

District Personnel Registering members:

1. Go to <https://www.iasb.com>.
2. Click on the **Online Learning** tab.
3. Click on the course title.
4. Select **Register a Board Member or a Group**.
5. 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.
 - Login using the email address in the IASB system and your password.
 - If you do not have or do not remember your password, click on the **Forgot your password** link.
6. Click **Continue to Event Registration** button located above the roster.
7. Click **Add a Group Registrant**.
8. Click the drop down arrow on **Registrant Name** and select the individual to register.
9. Multiple members can be registered in the same transaction, but each individual can only be registered for one course per transaction.
10. Select **Add to Group**.
11. 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 on **Add to Group**.
12. Click on **Add a Group Registrant** if you need to register another member.
13. Click **Save and Add to Cart** when finished.
14. Choose **Check-Out**.
15. Click on the drop down arrow to choose the **Payment Method**.
16. Click **Continue**.
17. 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.