


Online Courses/Webinars Instructions

Individual Registration

1. Select 
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 from info@iasb.com if you do not see it in your email inbox.)
- To view your account page at any time, click the "Hi [Your Name]" button on the top navigator bar.

13. Click **"Add to Cart"** and verify Course Registration Information.

14. Click **"Check-Out."**

15. Click on the drop down arrow to choose the **Payment Method**, then click **"Continue."**

17. 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.

1. To access courses and webinars:

2. Click on the "Online Learning" icon in the the iasb.com Quicklinks bar, or under "Training" in the top navigation menu. Then, click the "View Courses and Archived Webinars" button and select a course title.

OR

Click on an upcoming webinar from the Event Calendar or Online Learning webpage.

District Personnel Registering Members

3. Select 

4. 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.
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Online Courses/Webinars Instructions, continued

5. Click the **"Continue to Event Registration"** button *located above the roster*.
6. Click **"Add a Group Registrant"**.
7. 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.)
8. 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"**.
12. If you need to register another member, click **"Add a Group Registrant."**
13. Click **"Save and Add to Cart"** when finished.
14. Click **"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. 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.