APLD Learner Guide

Contents

Self-Registration

1. Log in to Genius, https://azed.geniussis.com/PublicWelcome.aspx
2. Select **Create Account**

Login Windows Account

Catalog

If you are a new user, you should start by creating your account.

Create Account

3. Select **Register**

Registration

Already Have an Account?

- or -

New to the Learning Portal? Create your account below.
By clicking on register, you agree with our Usage Terms.

Register

4. Enter the required information
    a. First Name
    b. Last Name
    c. Email
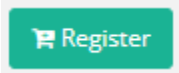   d. Confirm Email
5. Select **Register**

Register **Cancel**

6. Registration email will be delivered to your mailbox
7. Open the email and select the verification link or browser link to create your account password
8. Once completed, browse to https://azed.geniussis.com/PublicWelcome.aspx
9. Select **Login Windows Account** and enter your credentials

Register for a Course

1. Log in to Genius, https://azed.geniussis.com/PublicWelcome.aspx
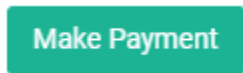2. Select **Register for Course**
3. Select **Register** for each course you would like to take

4. Select your cart and **Proceed to Checkout**

5. Confirm items in your cart and select your payment method
6. Enter any required information
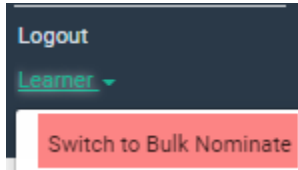7. Select **Make Payment**

Launch a Course

1. Log in to Genius, https://azed.geniussis.com/PublicWelcome.aspx
2. Select a course from your **Active Courses** section on the Dashboard
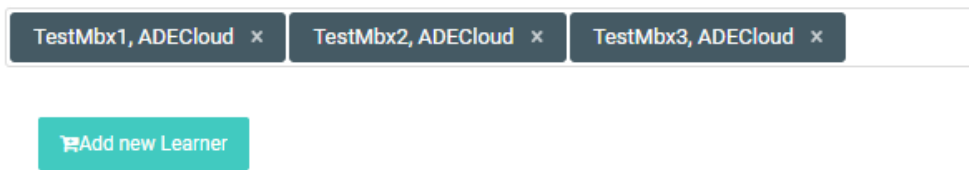
Bulk Enrollment

1. Log in to Genius, https://azed.geniussis.com/PublicWelcome.aspx
2. Select the drop down next to **Learner** and select **Switch to Bulk Nominate**

3. Select **Learners | Nominate**
4. Enter each learner to enroll in the **Choose a Learner** field

5. Select **Nominate** for the course you wish to enroll learners
6. Review the course summary
7. Select **Confirm**
8. Enter the payment method to complete the course registration
   Note – Learner must have an Active ADE Connect account and must log into APLD and save the informational questionnaire. Process only needs to be completed on the first login to APLD. Learner will be available in the Bulk Nominate option moving forward.

Certificate Download

1. Log in to Genius, https://azed.geniussis.com/PublicWelcome.aspx
2. On the **Dashboard**, select the completed course
3. Select the **Download Certificate** option