

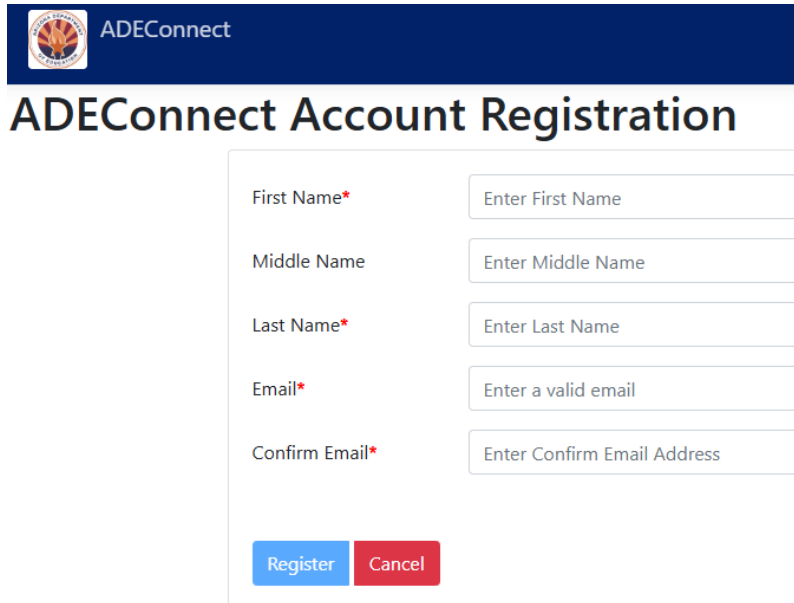
APLD Learner Guide

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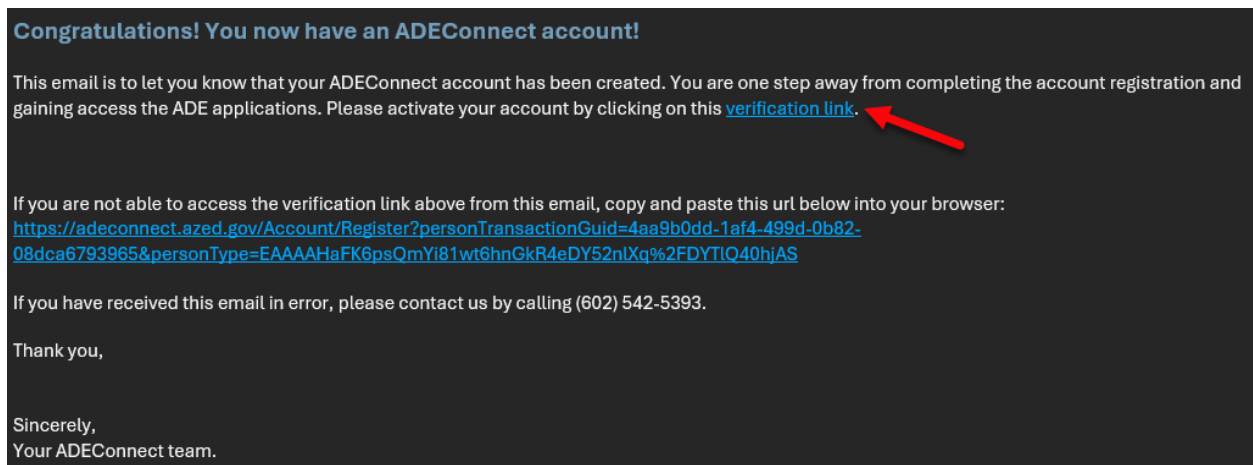
Self-Registration

1. Navigate to the ADE Connect registration page, <https://adeconnect.azed.gov/Account/SelfRegistration/General>
2. Enter the required information
 - First Name
 - Last Name
 - Email
 - Confirm Email



The screenshot shows the ADEConnect Account Registration form. At the top left is the ADEConnect logo. The form title is "ADEConnect Account Registration". Below the title are five input fields: "First Name*" (with placeholder "Enter First Name"), "Middle Name" (with placeholder "Enter Middle Name"), "Last Name*" (with placeholder "Enter Last Name"), "Email*" (with placeholder "Enter a valid email"), and "Confirm Email*" (with placeholder "Enter Confirm Email Address"). At the bottom of the form are two buttons: "Register" (blue) and "Cancel" (red).

3. Select **Register**
4. Select the **verification link** included in the email you received



5. A web page will open for you to enter a password and confirmation password for your newly created ADE Connect account.



ADEConnect Account Verification

Password

Confirm Password

Set Password

ADE Password Policy

1.Password cannot contain your account name or parts of your full name that exceed two consecutive characters.

2.Password cannot contain user's email or parts of user's full name that exceed two consecutive characters.

- ✘ Eight characters minimum in length
- ✘ Contains at least one uppercase letter (A-Z)
- ✘ Contains at least one lowercase letter (a-z)
- ✘ Contains at least one special character (!,@,#,\$,%,&,')
- ✘ Contains at least one number (0-9)
- ✘ Passwords are identical

6. Select **Set Password**
7. Wait the recommended 15 minutes before logging into ADE Connect, <https://adeconnect.azed.gov/>
8. Accept the "Acceptable Use Policy"

Log in to APLD

APLD Login via ADE Connect

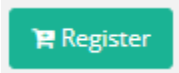
1. Open <https://adeconnect.azed.gov/>
2. Select Applications | ADE Professional Learning and Development (APLD)

APLD Login

1. Open <https://azed.geniussis.com/PublicWelcome.aspx>
2. Select **Login with ADE Connect**
3. Enter your ADE Connect credentials
4. Select **Sign in**

Register for a Course

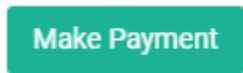
1. Log in to APLD, <https://azed.geniussis.com/PublicWelcome.aspx>
2. Select **Register for Course**
3. Select **Register** for each course you would like to take



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

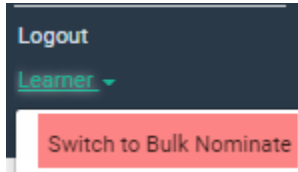
1. Log in to APLD, <https://azed.geniussis.com/PublicWelcome.aspx>
2. Select a course from your **Active Courses** section on the Dashboard

☰ ACTIVE COURSES (Refresh)



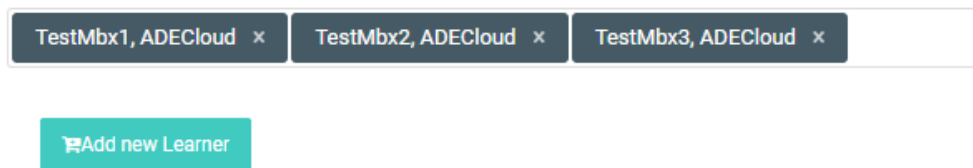
Bulk Enrollment

1. Log in to APLD, <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

1. Choose a Learner

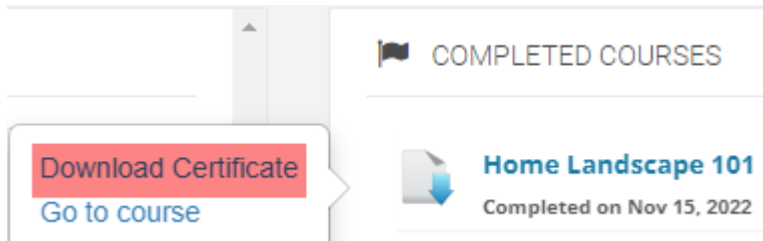


5. Select **Nominate** for the course you wish to enroll learners
6. Review the course summary
7. Select **Confirm**
8. Enter the payment method to complete the course registration

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.

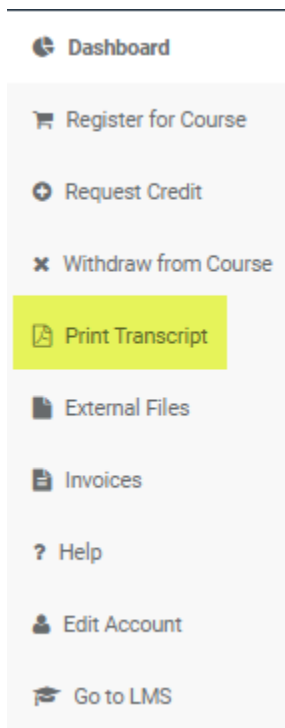
Certificate Download

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



Transcript Download

1. Log in to APLD, <https://azed.geniussis.com/PublicWelcome.aspx>
2. Select **Print Transcript**



3. Select **Download the Transcript** to save a copy to your computer