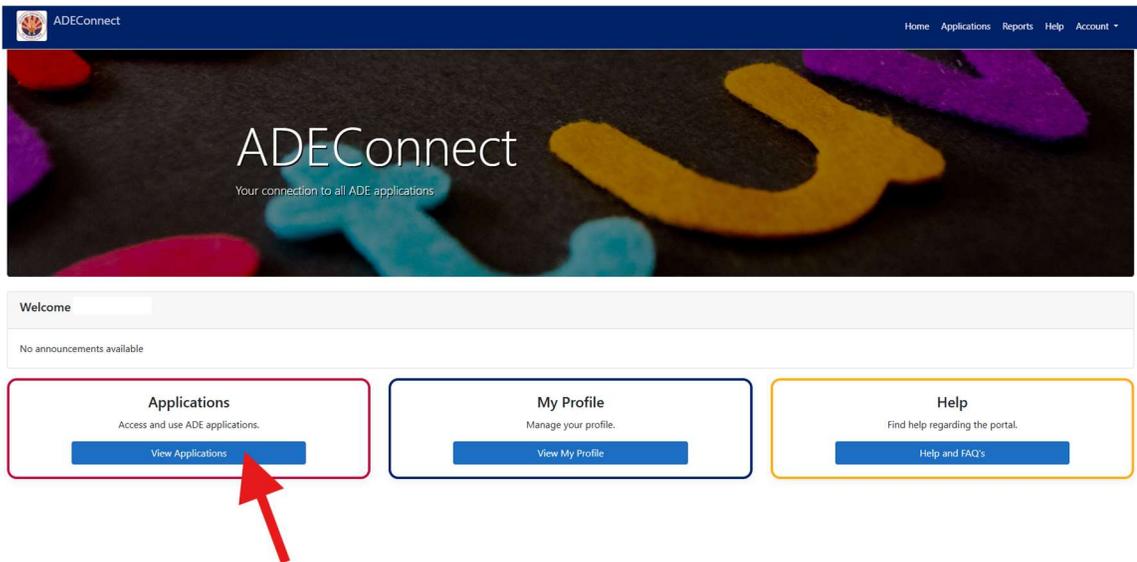
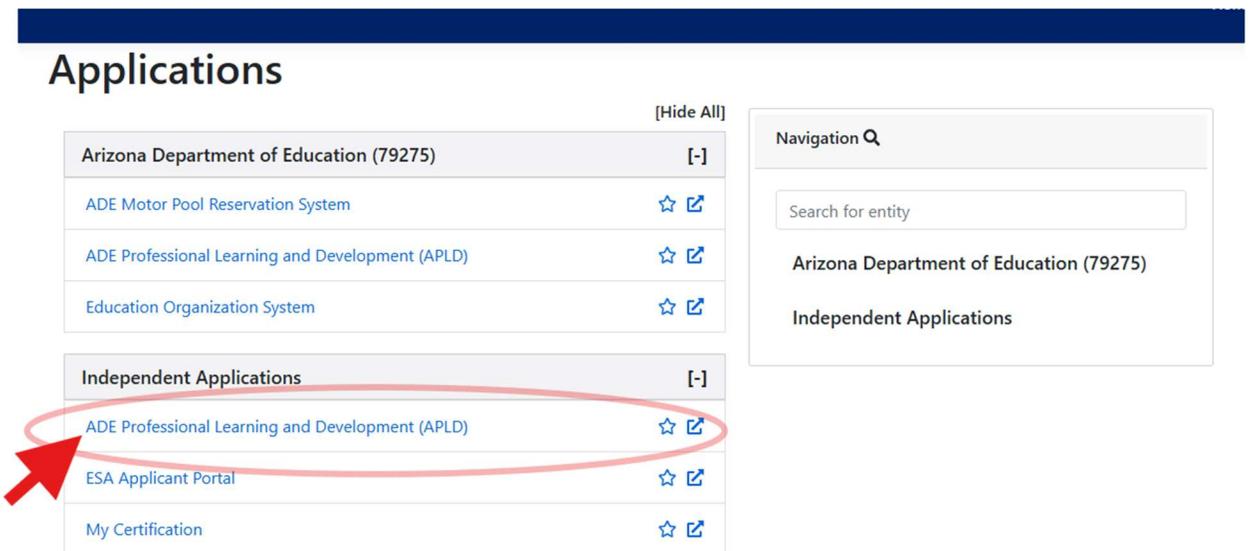


# How To Access APLD and Register for an OIE Event

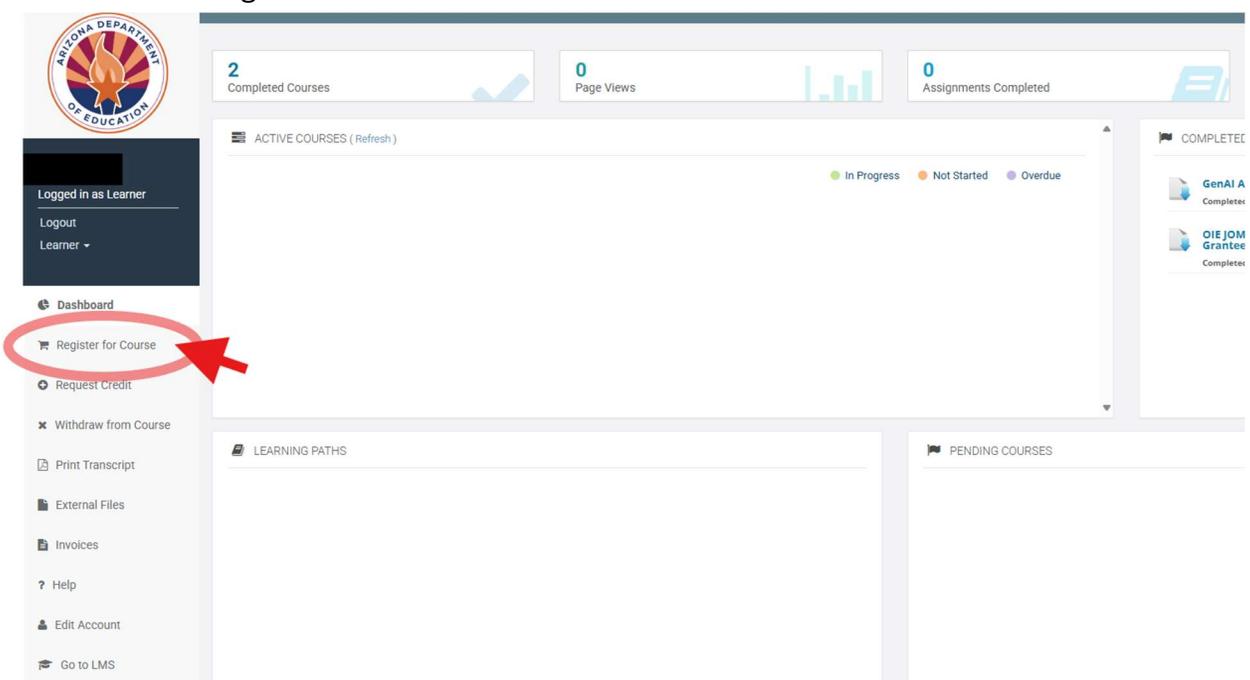
1. Login to ADE Connect <https://adeconnect.azed.gov/>
  - a. If you don't have an account, please create an ADE Connect account.
2. Select **View Applications**



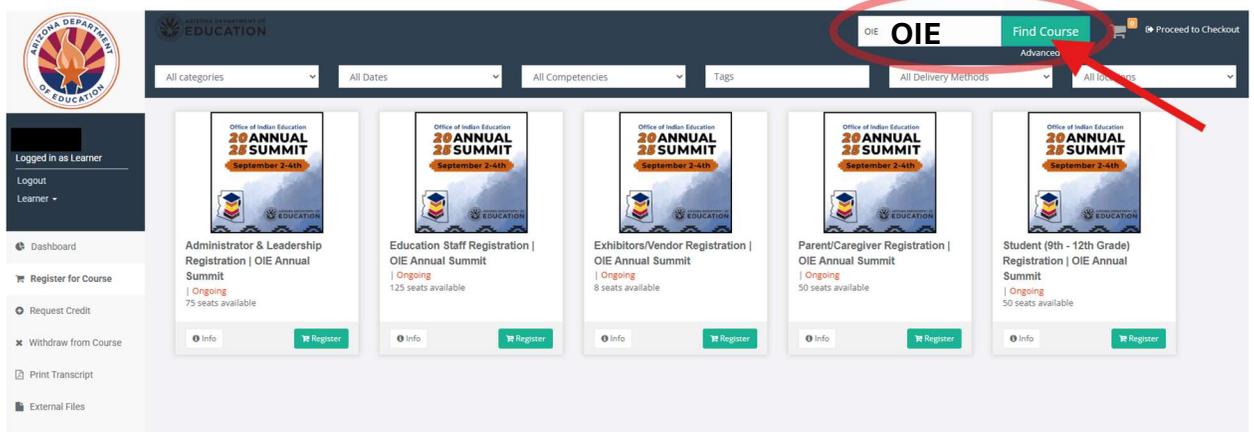
3. Select **ADE Professional Learning and Development (APLD)**



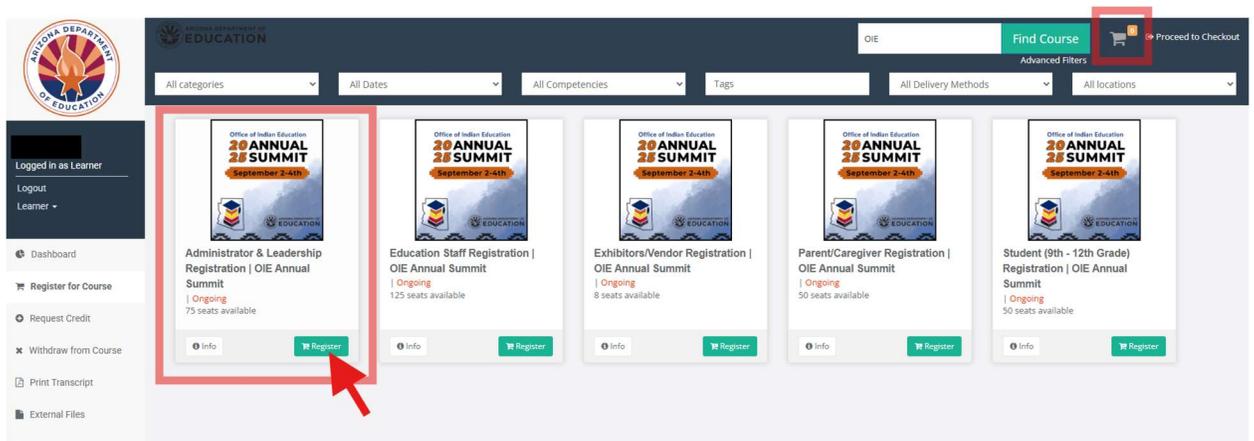
4. On the APLD page, select **Register for Course** on the learner dashboard to access the course catalog



5. In the search box type keyword “OIE” and click **Find Course**



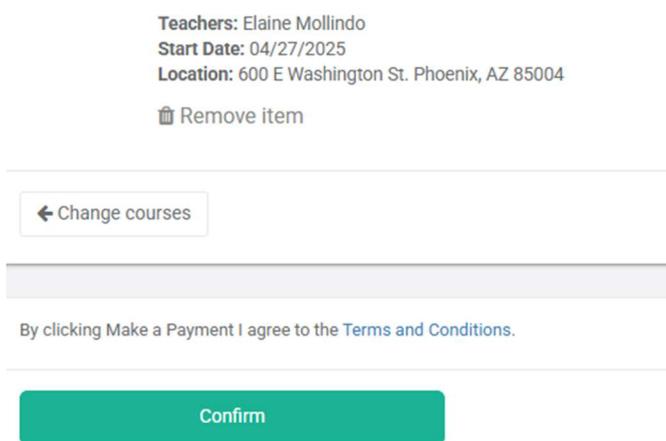
6. Select the type of attendee you are and click **Register**. This will add the course to your cart.



7. To check out or change your course selection, you can access your Shopping Cart by clicking on **Proceed to Checkout** at the top right corner of your screen.



8. If you need to remove a course from your cart, simply click **Remove Item**. If you would like to change the selected course, select **Change Courses** which will take you back the course catalog. If you are ready to checkout, select **Confirm**. **Please note:** if the course requires payment, on the next screen you will be prompted to add payment method and fill out the appropriate fields.



9. You can access your registered courses from your learner dashboard under **Active Courses**