How to Register for an OIE Event or Course

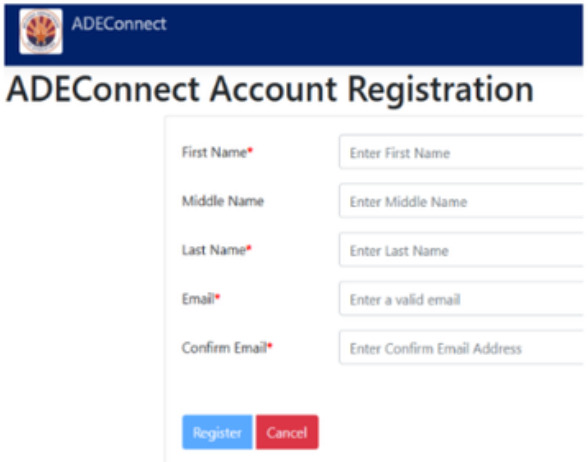
EVERYONE must have an ADE Connect account before registering for an event. **Follow steps 1-4 to create an ADE Connect account.**

1

Go to the ADEConnect account registration page: https://adeconnect.azed.gov/Account/SelfRegistration/General

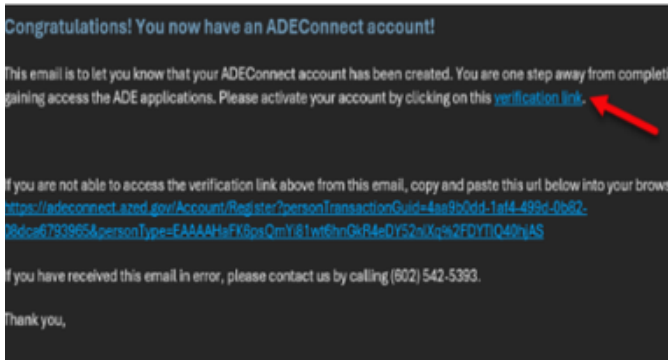
2

Enter the required information and select 'Register'

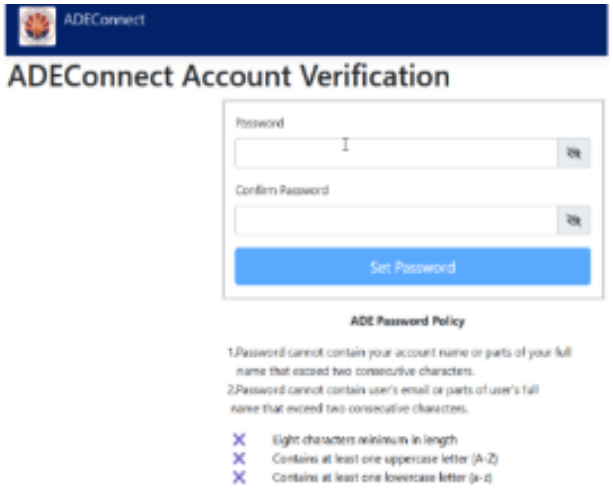


3

Find an email sent from ADE Notifications congratulating you have an ADEConnect account and click on the 'Verification Link'



You will be redirected to create a password for your ADEConnect account



4

Log into your ADEConnect account https://adeconnect.azed.gov/

Accept the 'Acceptable Use Policy'

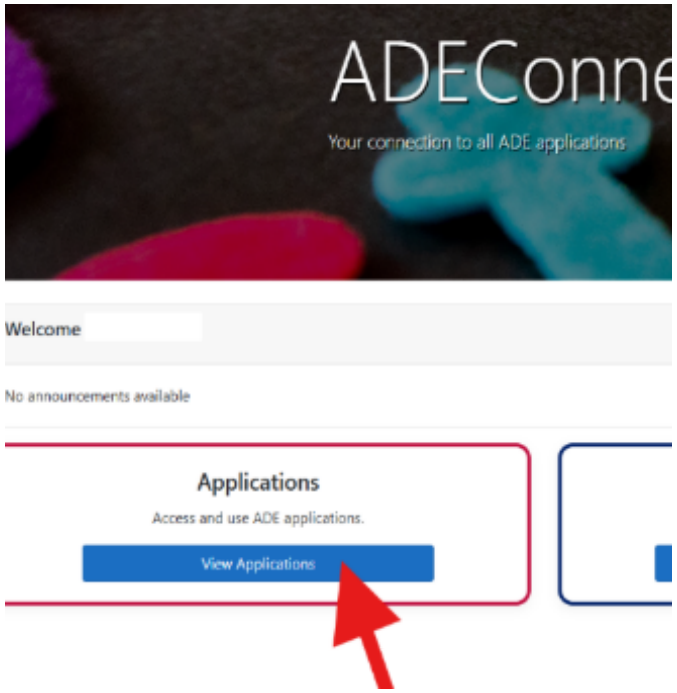


After creating an ADEConnect account you can proceed to complete registration process through ADE Professional Learning and Development (APLD).

Follow steps 5-10 to complete registration.

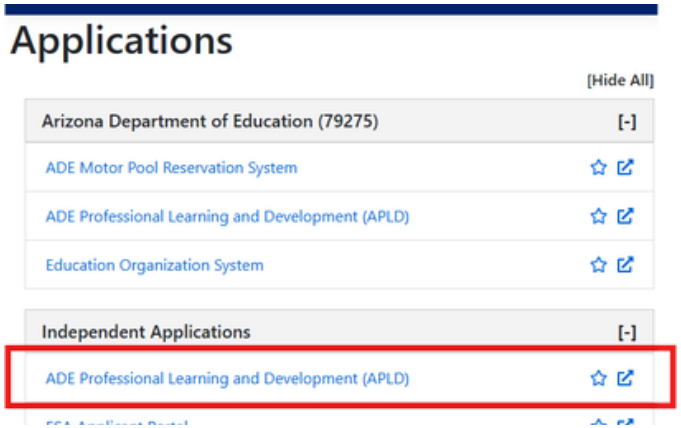
5

Within your ADEConnect account under ‘Applications’ select ‘View Applications’



6

Under ‘Independent Applications’ select ‘ADE Professional Learning and Development (APLD)’



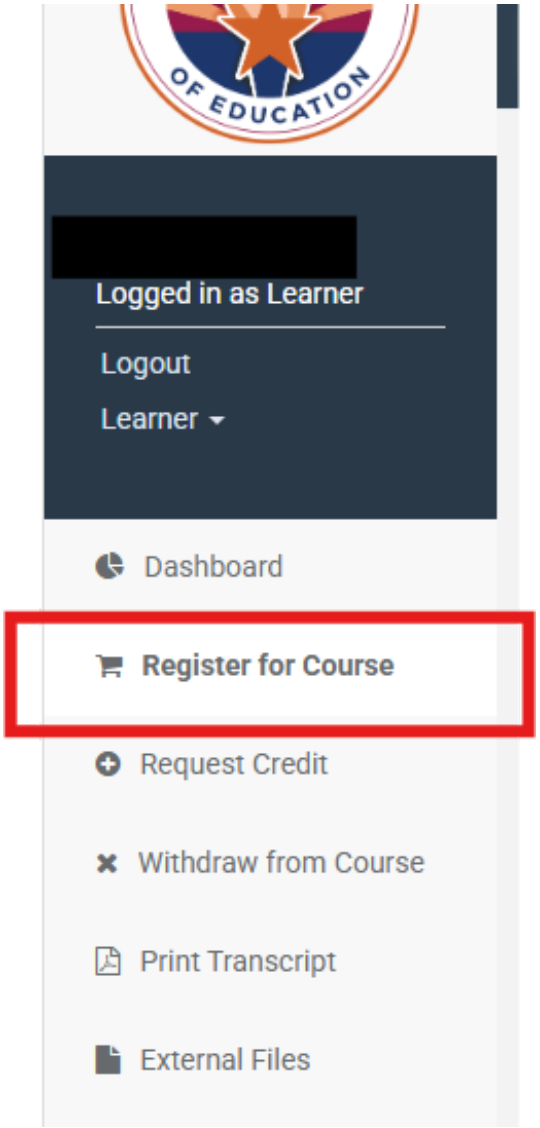
Tip: Completing steps 5-6 will **“ACTIVATE”** your account in the APLD environment, allowing other APLD users to find and complete a bulk nomination on your behalf.

If you are part of a group and your administrator plans to complete a bulk nomination (group registration), you may stop here. Your administrator can complete the remainder of the registration process through the bulk nomination process.

Please check with your administrator before proceeding

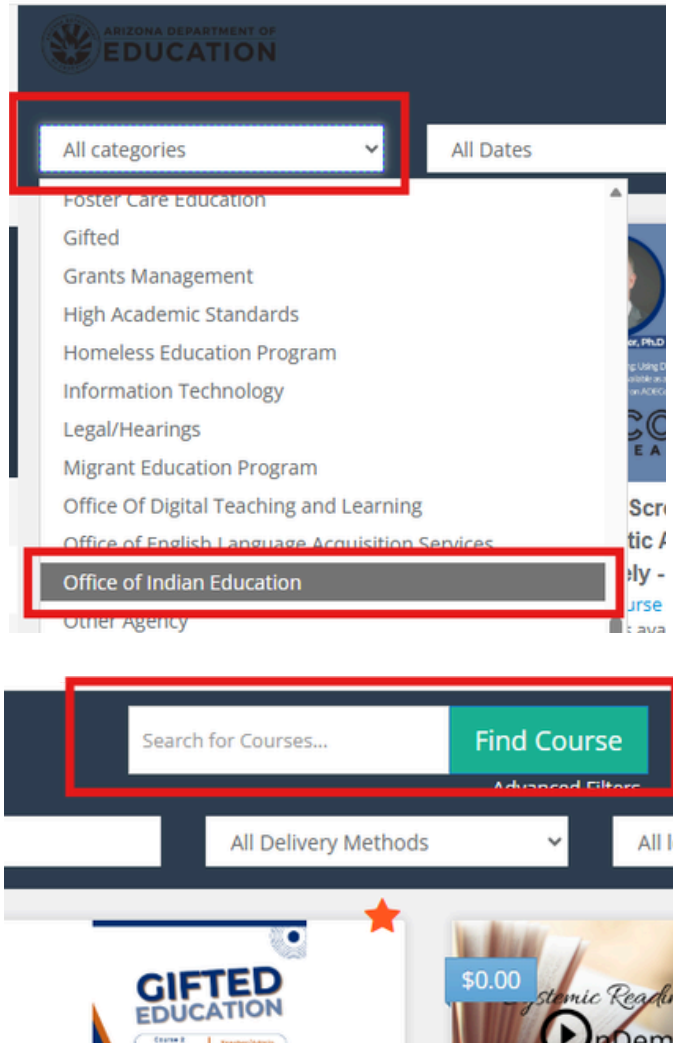
7

Under the learner dashboard select ‘Register for Course’ to access the course catalog



8

Find an OIE event or course by selecting ‘Office of Indian Education’ from the ‘All Categories’ filter, or by searching for keywords in the search box



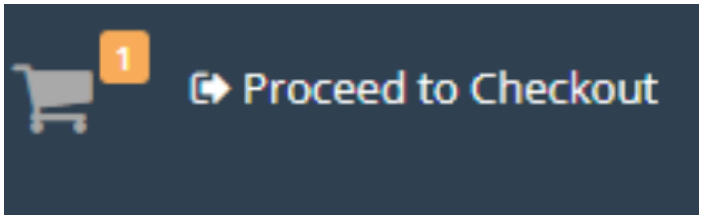
9

Select ‘Register’ for the event or course you want. It will be added to your shopping cart

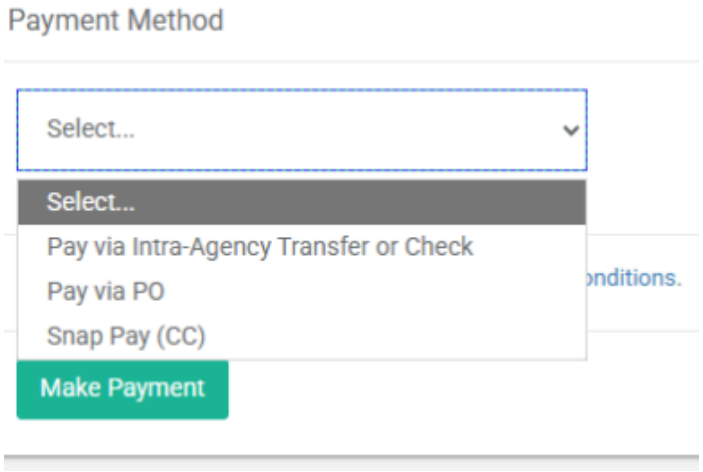


10

To check out or change your event or course, select ‘Proceed to Checkout’ in the top-right corner to open your shopping cart



Tip: The accepted payment methods includes Intra-Agency Transfer or Check, Purchase Order (PO), and Snap Pay (Credit Card).



For more APLD resources, support, and Frequently Asked Questions (FAQ) please visit:

https://www.azed.gov/APLD



Or Email: indianeducation@azed.gov