identAEA

identAEA is your AEA Profile. It keeps your profile information, allowing you to login to AEA systems with your same login information and use your same credentials (e.g. district, building, position, etc).

Creating your identAEA profile is an easy, intuitive process. We will walk through it here. By far the most important thing to share is that **it is important not to create a 2nd profile**. This will lead to lost records and even getting charged for services that should be free for you. Luckily, our system has several checks in place to help prevent people from making a 2nd profile. If you have logged into an AEA service before, do not create a new account. Let us help you get into and update your old profile.

But if you have not created a profile before, here is the process.

1. First, choose if you want to log in with Google or not

Got Google or Google Apps through your school? Use it! It's easy. Click the Sign in with Google button to make your brand new identAEA profile. When you come back to login, you can login via the Google button again.

Don't have Google? Click the sign up button. This will allow you to set up your own email and password for your profile.
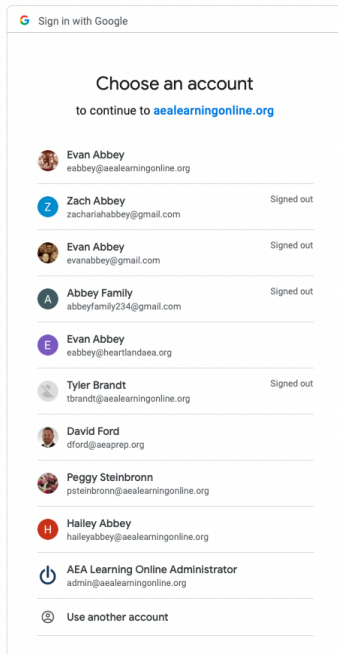
And… yes, if you would like to sign in with a Microsoft account, that is an option too.

identAEA
Choose a Login Option

G Sign in with Google	IdentAEA Email Address
⊞ Sign in with Microsoft	Password
OR	Forgot password?
	Log In

Need a profile? Sign Up

2. Create your account w/ Google, or…

Let's say you clicked the Google button first. If not, skip this step here and go to step 2b.

If prompted, login to Google or select your Google account from the list:

If you have already been in the system, you will log right in! Profile created. But if this is the very first time you have been to an AEA system with that email, you will get prompted:
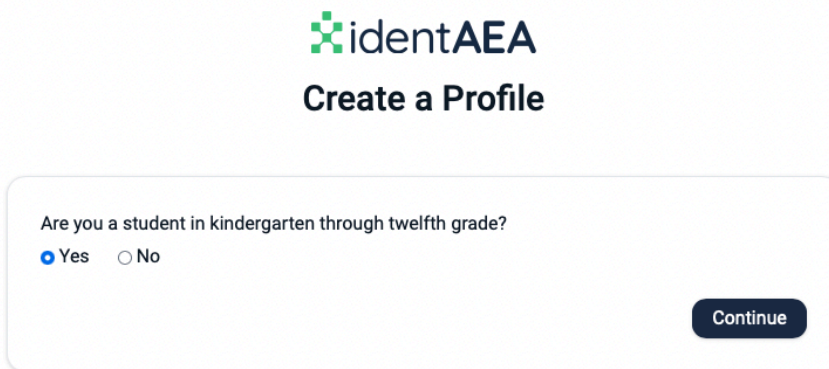
Again, identAEA checks to see if you might be using a new email address here. If you have logged in before with a different email address, click the **Connect email to Existing Profile** button. If not, click the **Create a New Profile** button and continue with the directions below.

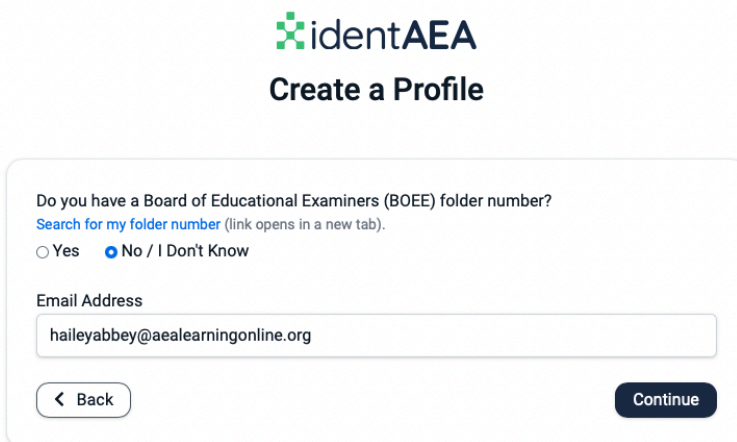## 2b. Create Your Account without Google

The next screen will be the first one you would see if you clicked **Sign Up** instead of logging in with Google.

At the next screen, click **No. (**If you are a K-12 student, skip down to the directions on how to create a student account.)

Next, it is going to ask you if you have a BoEE folder number, and enter in your email address for you. If you are unsure on email, leave it as No. If you know you have a BoEE number (i.e. you have a license through the BoEE), click on the link to do a search for that number.

The next step will only be seen if you are **not using a school email address** for your account. If you are using a school email address, the system will automatically put you in the district.

If you are not, you will need to select your district from the list, and enter in the district verification code to prove that you are in the district.

Next, the system will have your First and Last Name. Click Continue.

You will then be asked to fill out basic information to setup your profile. Click Continue to finish

At this point, you will be logged into whatever system you started from, be it the Training System, the Registration System, the Single Sign-On Profile, etc.

3. What if I'm a Student and not a School Employee?

The process is similar. Decide if you are going to log in with Google or not. If you choose Google, login to your Google (or school Google Apps) account.

The first question will ask you if you are a K-12 student. Here, you will click **Yes.**

If you did not choose to login with Google, it will ask you to enter your email address.

If you are using a school email address, it will automatically pull up the schools in your district. Choose yours:

If you are not using a school email address, it will ask you to identify your district and building, and enter in a building code. You will need to get the building code from your teacher.

It will then ask you to confirm your name and password. Your name will be brought over if you chose to login with Google, like the picture below.

identAEA

Create a Profile

First Name

Hailey

Last Name

Abbey

Continue

And finally, you will be asked to enter in your graduation year. This will be a year (a 4-digit number).

identAEA

Create a Profile

Graduating Year
What year do you graduate?

2023

‹ Back   Continue

When you click Continue, you will have made your account and be logged into your system.