Instructions for First Time AETN IDEAS portal users

Due to recent computer upgrades, a teacher no longer needs to know their State Teacher Identification Number (STIN) to register with IDEAS. If we are not able to automatically determine their STIN, we may contact them for further information.

Here are the current instructions for first-time users.

The IDEAS home page is located at:

http://ideas.aetn.org/

To register, find the sign on the left hand side of the home page that says "Login." Clicking on that sign will take you to the sign in page. If you decide to register, click on "new user" on the sign-in page and you will be taken to the registration form. You will create your own User Name and password.

Please do not use your e-mail address as your user name. Please choose a professional user ID such as first initial and last name or last name and first initial as this user name is the label that will be posted on discussion groups.

Click "find" next to the LEA blank to select your district's LEA number. If you are not associated with a cooperative, public school, or district; select "Other" in the LEA menu. Fill in the information. If you have a teacher's license, be sure to check the "Licensed Arkansas Teacher" box. Then click the Register button.

When you log in to IDEAS, you can click on "my courses." This will take you to a list of course libraries. You can click on the libraries and sub-categories you are interested in until you get to the course list. If an item starts with LIBRARY, SECTION, TRACK or SERIES, then it is another link you can follow to find courses.

At this point, the choices will begin with "COURSE" in all capital letters. There is a little icon to the left of each course title that looks like a little green magnifying glass. If you click on that, a pop up window will appear that gives you some useful information about the course. That information includes the number of credit hours the course is worth.

If you decide that's the course you want, you can click on the title and it will take you to the study materials, video presentations, and other material for that course. You work through them in order and when you've finished all of them, you take the test. If you pass the test, the word "incomplete" to the right of the course title in the course list will change to "complete."

You can now click on the information icon again and another pop up window will appear that will let you print off your certificate of completion. That is your proof that you have successfully completed the course and earned the credit hours. You can print off as many copies as you need, for your records or to file with whatever agency is handling your license renewal.

Feel free to call us at 1-800-488-6689 or email ideas@aetn.org, if you have any questions, concerns or need more information on receiving professional development. If you are unable to reach us at that number, please try 1-800-662-2386 for the front desk and ask for help on Arkansas IDEAS.

Thanks.

Please send all replies to ideas@aetn.org.

David Bennett
ArkansasIDEAS Help Desk