

Setting up a Teacher Account through GetMedia *for* Learn 360

(This is a one-time only process for setting up an AEA Digital Library Teacher Account)

You are now able to setup a Learn 360 Teacher Account from within the Central Rivers AEA GetMedia Online Catalog. Below shows the needed steps.

Log into your GetMedia account and complete your search for a Learn 360 streaming video.

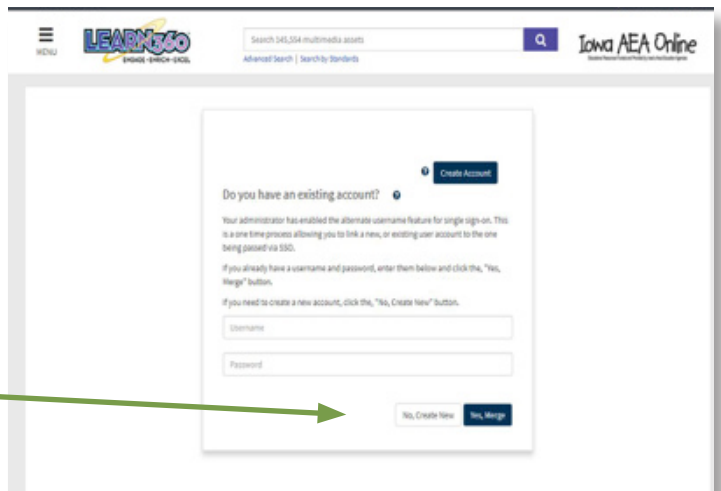
Click on the Learn 360 link for your chosen title:

If this is the first time you have selected a Learn 360 title from within GetMedia, you will be prompted to setup a teacher account. Again, this is a one-time only process.



FIRST:

You will be asked if you already have a teacher account setup in Learn 360, if you do, enter your **personal** username and password (*this is **not** the login assigned for your building*) and click on the **“Yes, Merge”** button. This will automatically merge your GetMedia and Learn 360 login credentials into a single login file. If you haven't setup a teacher account in Learn 360, click on the **“No, Create New”** button.

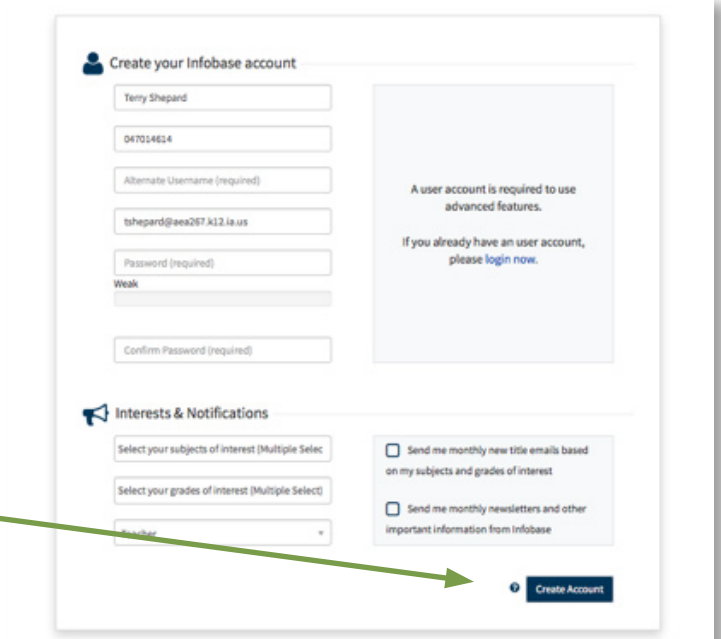


SECOND:

If you clicked **“No, Create New”** – you will be prompted to setup a user friendly account using a unique username and password of your choosing. (Do not alter any of the other entries on the registration page.)

Be sure to record the information you enter for the Alternate Username and Password for future reference.

Click the **“Create Account”** button at the bottom of the screen.



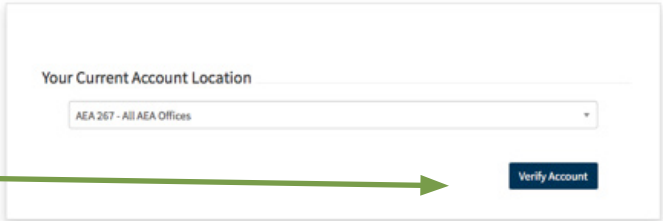
THIRD:

After submitting your request for a new Learn 360 account, you will receive a prompt to verify your location. Your school site should appear in the screen or select it from the drop down menu. Click the “**Verify Account**” button to complete your account setup.

You are required to verify your account. This is a one time process and you will not be asked to verify your account again unless your administrator resets this setting.

If the current account location displayed below is correct, simply click the verify button to complete the process.

If your user account is in a different location than the account currently shown, select the correct location from the drop-down and click the verify button to complete the process.



Your Current Account Location

AEA 267 - All AEA Offices

Verify Account

This completes your setup process. The next time you select a Learn 360 title, you will go directly into the Learn 360 digital streaming resource from GetMedia.

If you have any questions regarding this process, please contact **Deb Culp**, Technical Support Manger for Media Services at dculp@centralriversaea.org or via telephone at **641-844-2492**.



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AREA EDUCATION AGENCY

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