

## Heartland AEA 11 Registration Directions

Below are the directions to register "online" for license renewal credit through Heartland. Participants are to mail their own registration form and payment to Heartland if paying with a check (see instructions below).

**Activity Name: Career Development in the 21st Century 3.0**

**Activity Dates: August 5-6, 2013**

**Location: Ramada Tropics Resort & Conference Center in Des Moines, Iowa**

**NOTE:** Participants must be registered before the last day of the course. The system will not allow the participants to register once the instructor has entered grades.

### CREDIT CARD PAYMENT

1. To register for this course and paying with a credit card, please go online to: <http://bit.ly/HacHRu>
2. On the catalog search page, scroll down to Or Enter an Activity Number and enter Activity #: SI015999961401
3. On the Activity Detail page, under "Fee Option" choose one of the following:
  - \$25.00 - License Renewal Credit
  - \$00.00 - No License Renewal Credit
4. If you would like to receive credit, under the "Credit Options" you will need to choose license renewal. Remember, you can only register for credit online with a credit card.
5. Then click "Add to Cart"
6. Please sign in by entering your name, your Login ID, and your passcode if you have been in our system since April 2011 (new login system); and then click "Log In"  
(If you have not created a passcode, but have taken Heartland classes before, enter **eduCation2010** as your temporary passcode. Click on "Log In". Do not click on "Create New Account" unless you have never taken courses through Heartland. You will be able to create your own passcode on the next page.)
7. Next, please verify or correct your personal information on the next two pages and click "Continue"
8. On the Shopping Cart page, click on the **Pay with Credit Card**, add your credit card information and then click on **Submit**.
9. You will receive a confirmation email after you have registered.
10. You may verify successful completion of the registration process by returning to the "Search for Activities" page of the catalog and scroll down to "To view your class history and current enrollment Click here"

### CHECK OR MONEY ORDER PAYMENT

To register for license renewal credit and paying by check or money order, please print off the registration form that you can download from the website (located under Professional Development "Printable Forms").

Verify successful completion of the registration process by returning to the "Search for Activities" page and click "To view your class history and current enrollment Click here"

**If you need assistance with registering, please call Heartland AEA 11 Professional Development at 270-0405 or 1-800-255-0405, Ext. 14354**