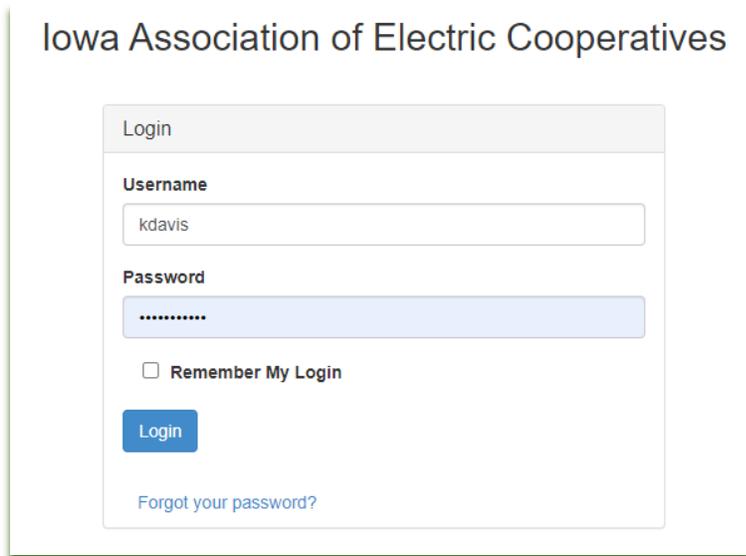


IAEC Learn

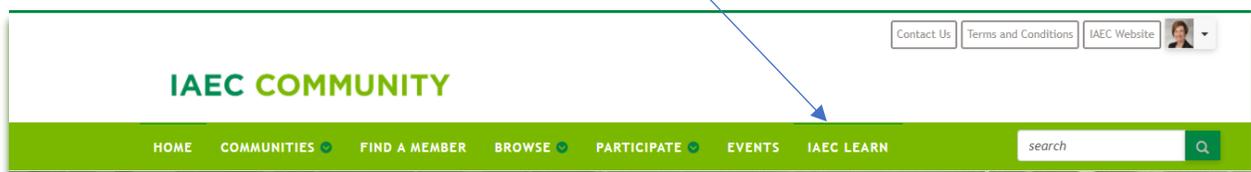
This learning management platform for Iowa's electric cooperative employees to access live and on-demand training to build on your skill sets virtually. To access you must have a login. This login is used for the IAEC Community and IAEC Learn. Contact us at training.iowarec.org to have a login set up. The website page can be accessed on the IAEC member website, IAEC Community or directly at learn.iowarec.org

Logging in:



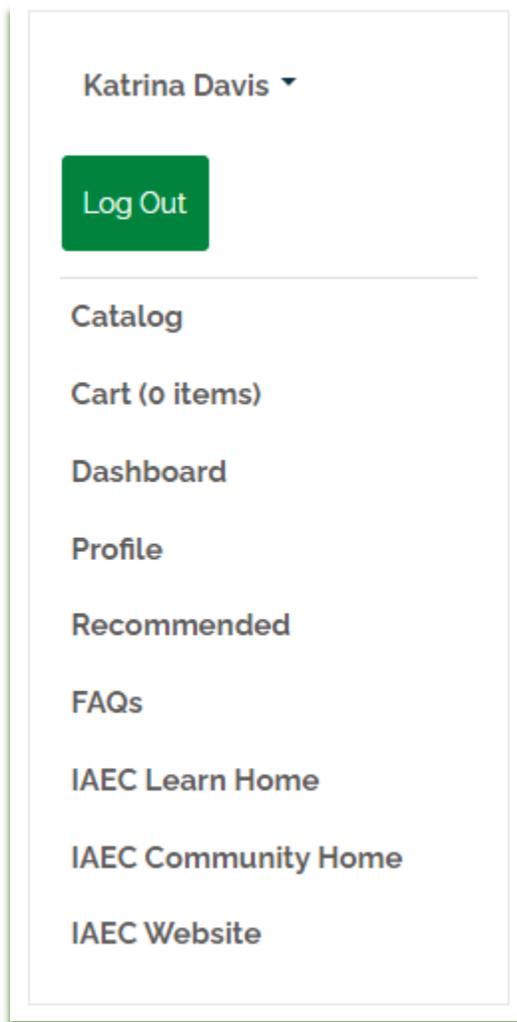
This login page will allow you to login and access your profile in our member database. If any information is incorrect on your profile, please contact us at training.iowarec.org.

If you were not logged into the IAEC Community, it will direct you back to the community page. You can navigate to IAEC Learn by clicking on the page link below.



Navigating the IAEC Learn:

Once logged in, this is your individual learning portal specific for you. Below is an explanation on the features and how to navigate, search and view courses.



Catalog: View all courses available for you to register. You may sort by the following: Categories, Format, Type or use the Advanced Search to find more information. Courses are free or at a minimal fee per user/per course and are listed on each course listing along with more information.

Cart: View the courses you have registered but not purchased. You may add courses to the cart and checkout once you have received approval from your cooperative. Payment will not need to be made for these courses upon registration. For courses with a fee, the cooperative will be invoiced at the end of the month for all users/courses purchased the previous month.

Dashboard: View the courses you have registered to attend, view your progress and see recordings of previous live sessions.

Profile: View your profile and mark the categories you are most interested in.

Recommended: Once you pick your interest categories in your profile, you can see courses that are tailored for your specific interests.

FAQs: Posted are some frequently asked questions or feel free to email training@iowarec.org for assistance.

IAEC Learn Home: This will bring you back to the homepage.

IAEC Community Home: This will bring you to the IAEC Community page

IAEC Website: This will bring you to the IAEC main website, www.iowarec.org. Please remember your member login is different than the one used for registering for events, IAEC Community and IAEC Learn.

Polling questions: Throughout the website there may be polling questions such as this on the homepage. Feel free to vote and view results on any poll you may see.

A screenshot of a poll titled "WHAT IS YOUR PRIMARY ROLE?". The poll has several radio button options: "Accounting/Finance", "Administrative Assistant", "Communicator", "GM/CEO", "Human Resources", "IT", "Member Services", "Operations", and "Other". At the bottom of the poll is a green "Change your site" button.

Catalog:

You can sort by the following:

Category: Cooperative Focus, Communications, Leadership, Motivational, Technical Skills (MS Office, IT, Admin), Workplace Skills (Difficult Conversations, Organization, Time management), Safety (Active Shooter, Cybersecurity, Workplace safety).

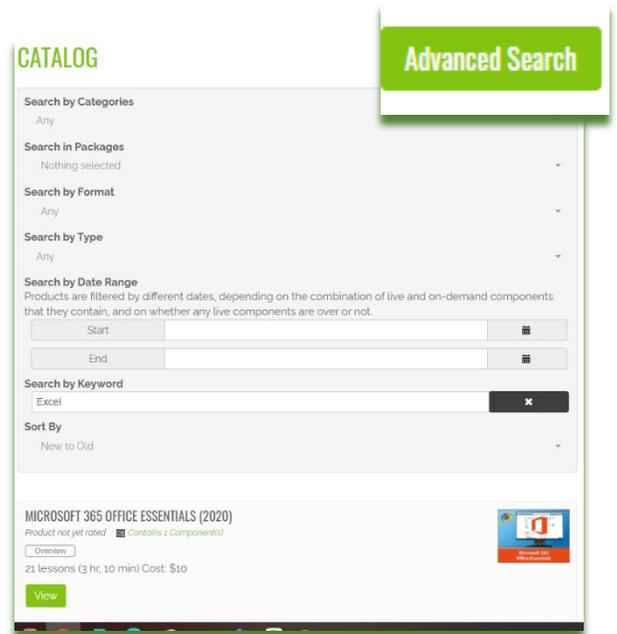
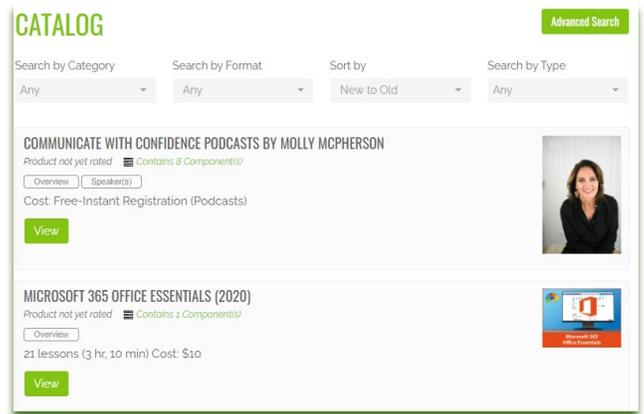
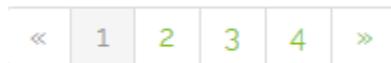
Format: Live or On-Demand (please note, for IAEC Conferences held live, you must register and at least one week prior, the conference you are registered for will be available on your personal dashboard).

Sort by: New to Old

Type: You can sort by the following types: Free, Conference, Podcast, Resource Library, Video, Webinar.

Advanced Search: On the top right, there is an advanced search button which will allow you to search by date range or keyword. Using the keyword, you can search by speaker name, title or any search keyword term such as Excel to find courses.

At the bottom of the page, there will be multiple pages to view courses, click each page to view more. Additional courses will be added periodically and updated on the catalog page.



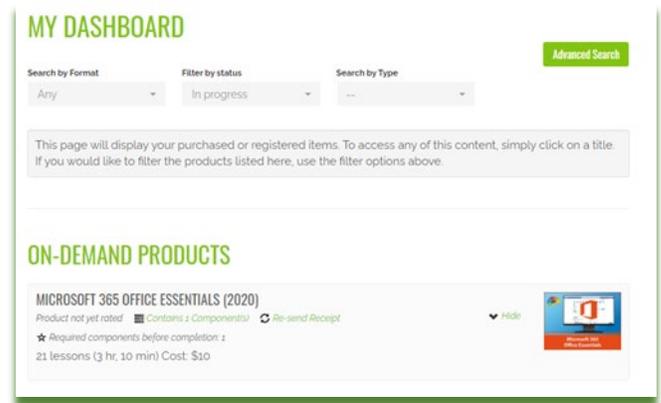
Cart:

If a course is free, you will automatically be registered for that course. If there is a fee associated with the course, it will be added to your cart and you can check out once you are ready to purchase. All courses that have a fee will be billed to your cooperative monthly with the name of the employee and course that was purchased. You will receive a confirmation email that you have registered for all courses.

Dashboard:

This will include all courses you have registered for. If you have registered for a live event such as a conference, it will show up on this dashboard for you to access. All of your registered courses will be kept in your dashboard for future access or review.

Get interrupted?: Don't worry, if you are unable to attend the full course, you can log back in and view the course where you left off or start at the beginning. For live conferences, recordings of the sessions will be posted after the conference.



On the course, you will see and overview, information on the speakers, handouts, and any additional features to be used in the course. These are the tabs that may be available for the course. Each course may have different features so not all tabs will be available for all courses.

- **Overview:** This will provide an overview of the course and the objectives.
- **Speaker(s):** The speaker(s) bio and photo for more information on the speaker presenting.
- **Handouts:** Any handouts or PowerPoints to be used while taking the course. You may download or print the handouts.
- **Contents:** will include the course content which may include one or more of the following: webinar, video, live event. You will see a play arrow to view the course which will open up to start your course or video.
- **Discussion:** For live events, this discussion tab will allow you to post discussion items for the speakers prior to the event or use to chat with other registered attendees.
- **Poll:** for some events, there may be a polling question to answer and view results

Profile:

On your profile, you can select the categories in numerical order that appeal most to you. Once you have selected your categories, on the Recommended page, you will see a list of courses that specifically meet your interests. You may also post a photo if you would like for your profile. Click the SAVE button to update your profile.

Recommended:

Based on the categories you have listed on your profile, a list of courses you may be interested in will show on this page.

