

Setting up a Teacher Account through GetMedia *for the* AEA Digital Library

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

An easy way to setup a teacher account in the AEA Digital Library (ADL) is to access content through our GetMedia online catalog. This will enable you to view ADL streaming videos with your GetMedia client login.

STEP 1:

Search the GetMedia materials catalog. (Go to the Central Rivers GetMedia site <https://www.centralriversaea.org/getmedia/> then click on the GetMedia Online Catalog link).

If you haven't logged into your GetMedia Online Catalog account, please do so at this time by clicking on the Options Menu tab.

Once you locate an AEA Digital Library (ADL) video title or clip, the record will appear with the ADL logo at the bottom of the record as shown on the left.



STEP 2:

When you click on the AEA Digital Library (ADL) Logo for the first time you will see this screen.

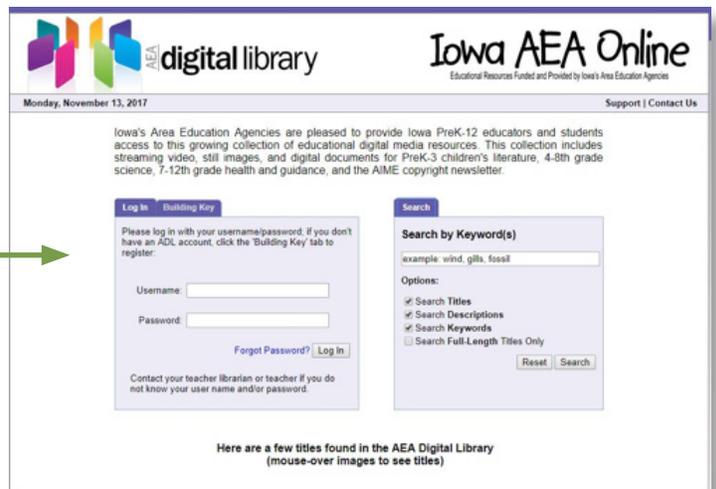
If you have already setup a personalized teacher account in the ADL, you will enter your login detail on this screen.

REMINDER – Do not use your school Iowa AEA Online building login for the ADL. The ADL has a system in place that will alert users that the IAO logins are not valid for setting up teacher accounts in the AEA Digital Library.

If you haven't previously setup a teacher account, please follow the instructions in the blue window and click on the blue Building Key tab to continue the registration process.

The Building Key is a code that allows teacher's to automatically link their ADL account to their Medianet client account. This special code is automatically entered for you on this screen.

When this screen appears, just click the **GO** button to advance to the final registration screen.

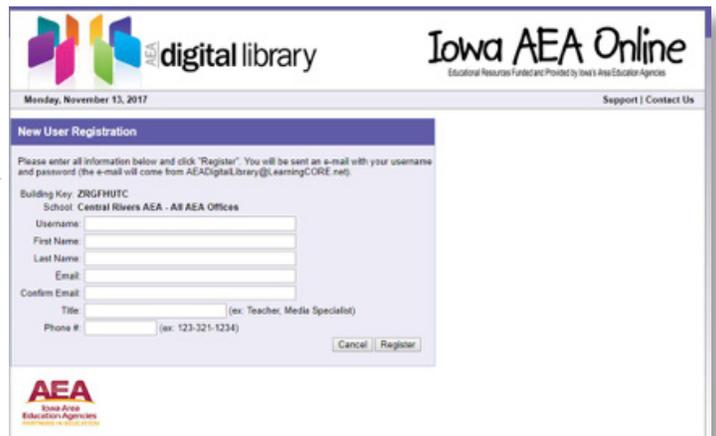


STEP 3:

On this screen, complete the registration process to setup your personal teacher account for the AEA Digital Library (ADL).

Reminder: Do not use your school's generic Iowa AEA Online username and password. You must setup a personal teacher username and password for the AEA Digital Library.

Please record this information.



The screenshot shows the 'New User Registration' page on the Iowa AEA Online website. The page header includes the 'AEA digital library' logo and 'Iowa AEA Online' with the tagline 'Educational Resources Funded and Provided by Iowa's Area Education Agencies'. The date 'Monday, November 13, 2017' and 'Support | Contact Us' are also visible. The registration form includes the following fields: 'Building Key' (pre-filled with 'ZRGFHUTC'), 'School' (pre-filled with 'Central Rivers AEA - All AEA Offices'), 'Username', 'First Name', 'Last Name', 'Email', 'Confirm Email', 'Title' (with a dropdown menu and '(ex: Teacher, Media Specialist)' as an example), and 'Phone #' (with a dropdown menu and '(ex: 123-321-1234)' as an example). There are 'Cancel' and 'Register' buttons at the bottom right of the form. The AEA logo is at the bottom left of the page.

After registering, you will see a confirmation screen indicating your username and password have been successfully submitted to the AEA Digital Library system.

THIS IS A ONE-TIME PROCESS. Once you complete these steps you will have created the 'handshake' or link between your Medianet client account and the AEA Digital Library.

The next time you search in Medianet and find an AEA Digital Library title that you would like to view, simply click on the ADL logo at the bottom of the record and you will be taken directly to that video or clip in the AEA Digital Library.

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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