

# Alaska Education Exchange

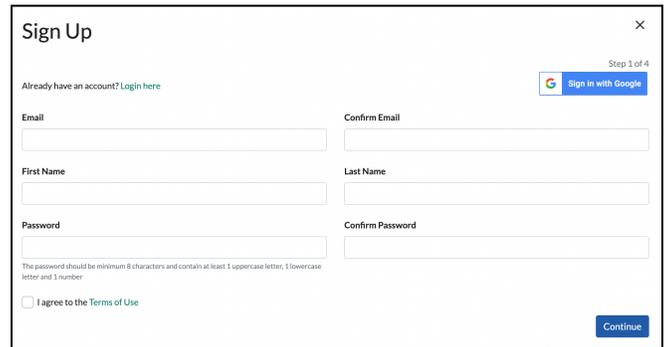
## Registration and Group Access

### Register for an Account

Below are the instructions to register for an account within the Alaska Education Exchange, complete a profile and access the Career Cluster Group(s) you are going to be a facilitator in.

1. **Register for an account by visiting:** <https://www.alaskaeducationexchange.org/>

- Click the sign up now or sign up button
- Complete the form or click the Sign in with google button to login with google account



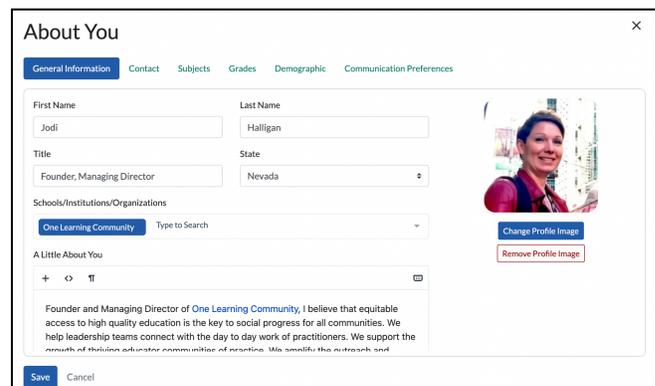
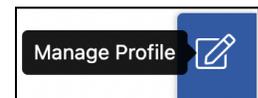
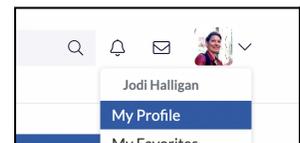
2. **Finalize Registration**

- To finalize registration, you will need to confirm your account. You will receive an email to the email address you utilized to register with. Follow the instructions within that email to confirm the account.
- If you do not receive the email, check your spam folder
- If after checking the spam folder, you still can't find the email, reach out to the AKEE help desk at <https://www.alaskaeducationexchange.org/contact> for assistance.

### Complete Profile

Part of your profile is completed from the information you provided during the registration process. Because you are going to be a facilitator, we encourage you to finish your profile by adding a profile picture and complete the 'about me' section.

- Access your profile page by clicking the profile icon in the top right corner of the site header
- Click on **My Profile**
- Click on the **pencil icon** located in the toolbar on the right side of the profile page to manage your profile
- From the screen that displays, add a profile picture and complete the 'A Little About You Section'
  - Click **SAVE** when done

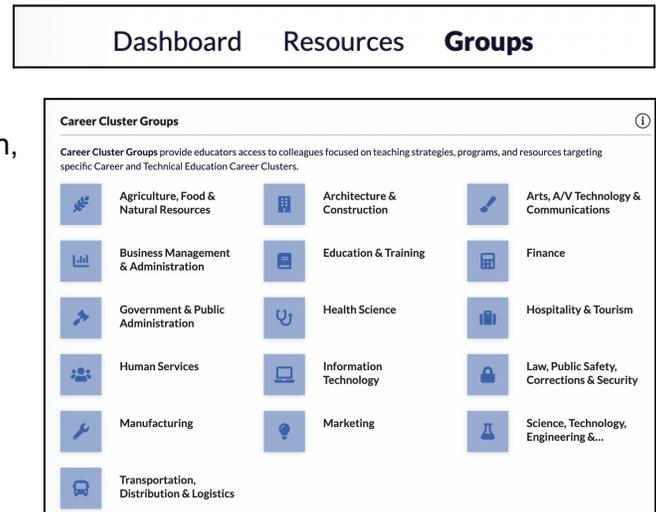


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## Find and Join your Career Cluster Group

If you find and join your Career Cluster Group, you will become a member of the group. Jodi Halligan from One Learning Community will then make you a facilitator within the group. At the Board Retreat during the training on AKEE, you will be shown how to use the facilitator tools within the group.

1. Access the Groups landing page by clicking on Groups in the header of AKEE
2. From within the Career Cluster Group Section, find your career cluster and click on the icon. This will open the group.
3. From within the group, click on the join group button.



If you have any questions or have any issues related to the Alaska Education Exchange, please feel free to contact the AKEE help desk through the contact form found on the platform, <https://www.alaskaeducationexchange.org/contact>