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: <u>https://www.alaskaeducationexchange.org/</u>

- a. 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

Sign Up	×
Already have an account? Login here	Step 1 of 4
Email	Confirm Email
First Name	Last Name
Password	Confirm Password
The password should be minimum 8 characters and contain at least 1 uppercase letter, 1 lowercase letter and 1 number	
I agree to the Terms of Use	Continue

- instructions within that email to confirm the account.
- b. If you do not receive the email, check your spam folder
- c. If after checking the spam folder, you still can't find the email, reach out to the AKEE help desk at <u>https://www.alaskaeducationexchange.org/contact</u> 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.

- 1. Access your profile page by clicking the profile icon in the top right corner of the site header
- 2. Click on My Profile
- 3. 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'
 - a. Click **SAVE** when done

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Founder and Managing Director of access to high quality education is help leadership teams connect with growth of thriving educator comm	One Learning Community, I believe that equitable s the key to social progress for all communities. W the day to day work of practitioners. We suppo	ble We ort the	

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Jodi Halligan

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.

Dashboard		Re	Resources		Groups	
Career	Cluster Groups				(ī	
Career Cl specific Ca	uster Groups provide educators acce areer and Technical Education Caree	ess to colleag r Clusters.	ues focused on teaching strat	egies, programs, an	d resources targeting	
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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, <u>https://www.alaskaeducationexchange.org/contact</u>