

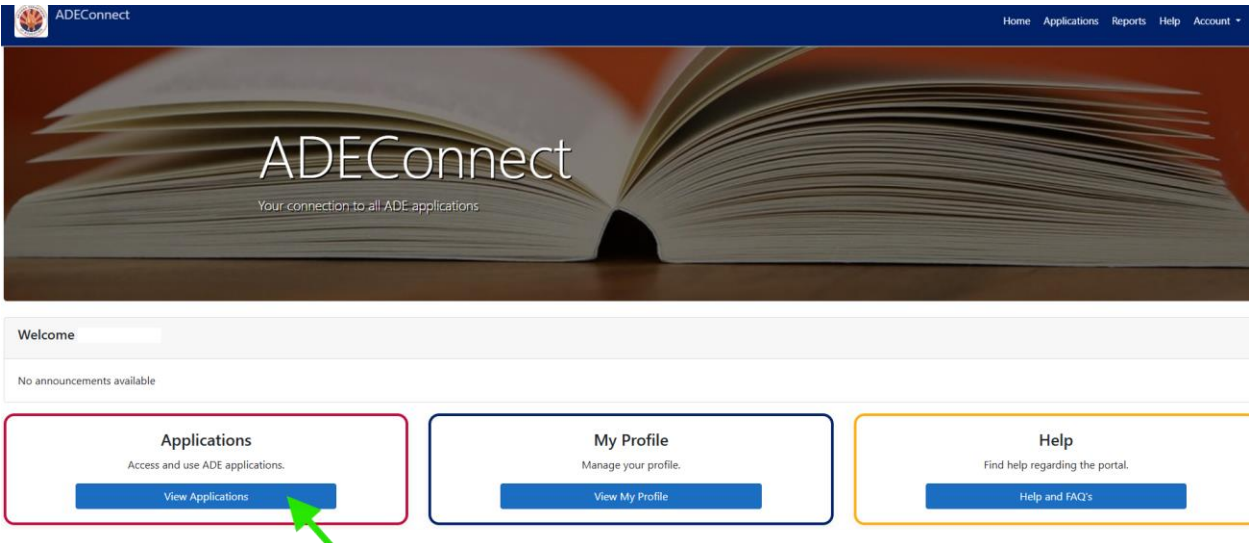
How To Access APLD and Register for OIE Event

Please Follow Steps 1-8 Below.

1. Login to ADE Connect <https://adeconnect.azed.gov/>

If you don't have an account, please create an ADE Connect account [HERE](#)

2. Under 'Applications' → Click on 'View Applications'



3. Under 'Independent Applications' → select 'ADE Professional Learning and Development (APLD)'

*Important: You will be redirected to the APLD page, and this will active you as a learner within APLD.

Applications

[Hide All]

Arizona Department of Education (79275) [-]	
ADE Motor Pool Reservation System	☆ ↗
ADE Professional Learning and Development (APLD)	☆ ↗
Education Organization System	☆ ↗

Independent Applications [-]

[ADE Professional Learning and Development \(APLD\)](#)

☆ [↗](#)

[ESA Applicant Portal](#)

☆ [↗](#)

[My Certification](#)

☆ [↗](#)

Navigation 🔍

Arizona Department of Education (79275)

Independent Applications

4. On the learner dashboard (on the right) → select 'Register for Course' to access the course catalog page.

Logged in as Learner

Logout

Learner ▾

Dashboard

Register for Course

Request Credit

Withdraw from Course

2 Completed Courses

0 Page Views

0 Assignments Completed

ACTIVE COURSES (Refresh)

In Progress

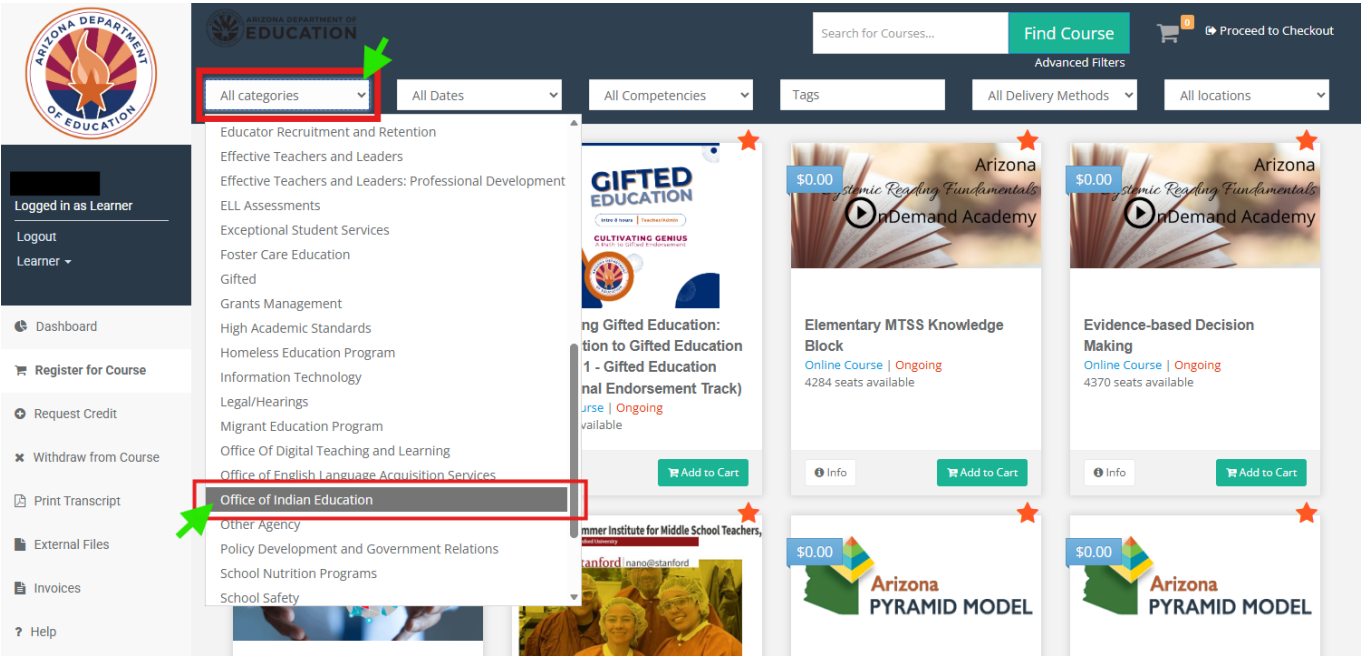
Not Started

Overdue

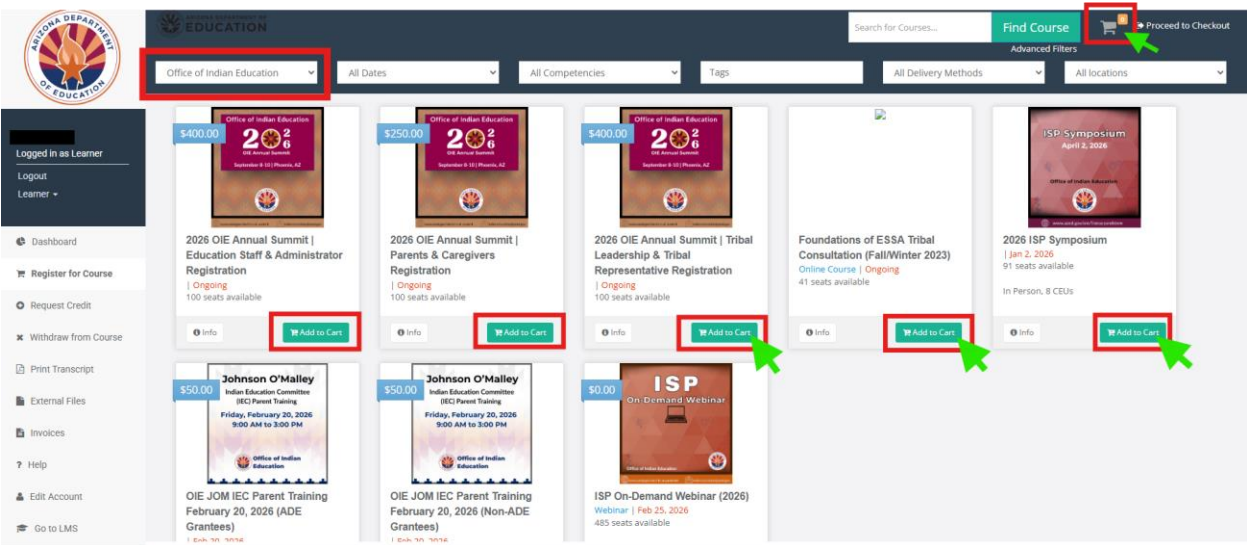
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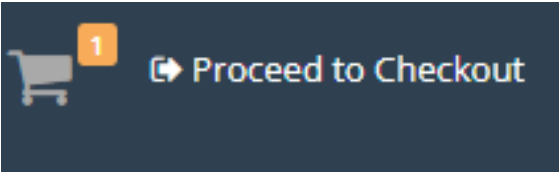
5. Click on advanced filter ‘All Categories’, find and select ‘Office of Indian Education’. This will assist populating only events provided by OIE in APLD.



6. Select the green ‘Add to Cart’ for the event(s) you want to register for. This will add the event(s) to your shopping cart (located on the top left corner).



7. To check out or change your course selection, you can access your shopping cart by clicking on ‘Proceed to Checkout’ at the top right corner of your screen.



8. Depending on the event(s) you are registering for, if any have a cost associated with you will be prompted to enter your preferred payment method to complete your checkout process.

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Payment Information: Acceptable methods of payment include purchase order, check, or credit card. If paying with a PO or check, an electronic copy is required during the registration process. Visa or MasterCard is accepted. Attention: Purchase orders sent directly to the AZ Department of Education do not complete registration.

Payment Method

Select...

Select...

Pay via Intra-Agency Transfer or Check

Pay via PO

Snap Pay (CC)

Make Payment

Conditions.

Purchase Order or Check Details: When submitting a purchase order, all participant names must be listed on the PO as they appear on their account name in ADE Connect. The event must match the PO detail. If any criteria are missing, ADE Accounting will reject the registration, and the participant will need to revise their PO or re-register for the event. Invoices will be provided upon approved PO submission. A PO is a promissory note to pay, not an actual payment. Payments are due upon receipt. A copy of the invoice and/or documentation should be included. POs are accepted up to 10 days before the event start date. PO payments received after the 10-day window are not guaranteed. *Immediately after registering with a PO, you will receive an email stating that your registration is "PENDING" verification of the purchase order or check. ADE will complete the verification process within 10 days. Once the verification process is complete, you will receive another email stating your registration is CONFIRMED. The confirmation email secures your spot for the event.

- Requisitions are not allowed. POs must be signed and include the following criteria:
- Event Name, Section Name, Event Dates, Participant Names, Event Cost, Signatures of Approval.

More APLD Resources & FAQ [Click Here](#)