



## Instructions, Tips & FAQs

### How to Log Into the Learning Connection and Register

1. Log into [www.doe.in.gov](http://www.doe.in.gov)
2. Locate "Learning Connection" under "Popular Pages"
3. Click "**Learning Connection**"
4. Click on "**Register**" box in the upper right hand corner of page
5. User Type Page
  - a. Click "**Educator**"
  - b. Click "**No**" registration code
  - c. Click "**Continue**"
6. User Information Page: Enter Information About Yourself
  - a. **Complete all fields** (\*SPN-may leave blank)
  - b. Click **Register**
  - c. FAQs:
    - Q: Do I need a \*SPN to register on the Learning Connection  
A: No, you may leave this space blank (otherwise, check with school's IT department)
    - Q: Why do I need to provide my D.O.B. and the last "4" digits of my social security number  
A: This information is only used to match you in the Learning Connection's system
7. A **confirmation email** will be sent to your Inbox. When received, **click on the link** to verify your account
8. **Read and Complete** Confirm Email-Accept Terms of Agreement
9. Learning Connection: **Welcome**
  - a. Enter **Username and Password**
  - b. Click **Log In**
10. You're now a member of the Learning Connection...*you're almost done!*

**Important: How to Join the IDOE – "School Nurse Community" (p.2)**



## Learning Connection: How to Join the IDOE –“School Nurse Community”

The Learning Connection is a valuable tool used by the IDOE to communicate important information to you, and provides you with access to valuable school nurse resources.

1. **Log In** to the Learning Connection
2. Click “**Contacts and Communities**”
3. Select “**My Communities**”
4. Click “**Find A Community**” (upper right)
5. Community Type is • **IDOE Community**
  - a. Keyword: **School Nurse**
  - b. Click **Search**
6. Click **IDOE School Nurses: Join Community**
7. Click “**OK**”
8. **Membership is pending** (generally less than 24 hours): IDOE will verify your request and “accept” all Indiana School Nurses.
9. Once accepted, you may **Log In** to the Learning Connection
10. Go to **My Communities tab** and **click School Nurses**
11. Resources
  - a. Click on “**Files and Bookmarks**” (top of page)
  - b. In the Files and Bookmarks folders are individual documents related to the folder’s title

### Announcements Tab:

Now you have access to all of the **IMPORTANT “Announcements”** that are posted **monthly** (plus as needed) and will automatically come to your email’s “Inbox”. **Please pay attention** to these announcements. This is the most consistent (and only) way for the IDOE to directly communicate updated information to you.

Announcements are archived throughout the school year, and may be accessed via the “Announcements” tab at the top of the School Nurse Community page.