

ConnectAble Quick Start Guide *for Students*

Updated February 21, 2023

GETTING STARTED GUIDE – FREQUENTLY USED FEATURES

When you decide to go to school, it can be overwhelming. Use this guide to help you to get started with your education!

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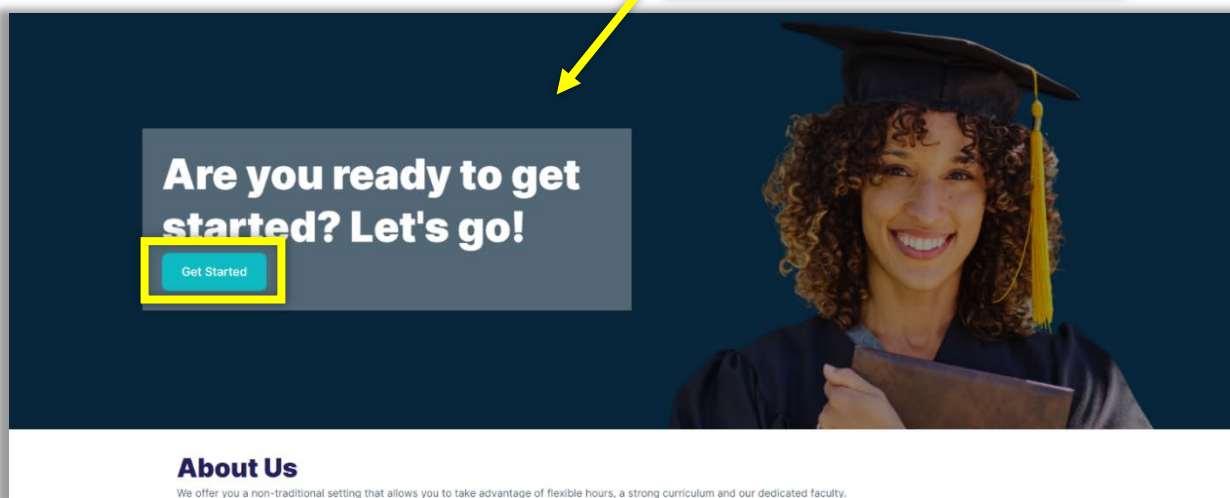
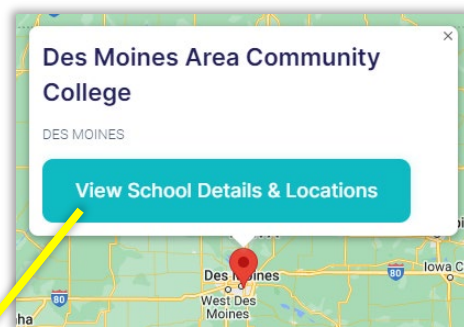
FINDING THE RIGHT PROGRAM FOR YOU

Go to iowaadulteducation.org and search by **zip code**, the **services you need**, or by **school**:

The screenshot shows the search interface on the Iowa Adult Education website. It features three main search filters: 'Zipcode', 'How can we help?', and 'Program'. Each filter has a dropdown menu. The 'Zipcode' dropdown shows a list of zip codes including 50001, 50002, 50003, 50005, and 50006. The 'How can we help?' dropdown shows options like 'I want to learn English', 'I want to get my High School Equivalency (HSE) Diploma', and 'I want to start a Career Pathway program'. The 'Program' dropdown shows a list of schools including Des Moines Area Community College, Eastern Iowa Community Colleges, Hawkeye Community College, and Indian Hills Community College. A map of Iowa is visible in the background, and a yellow arrow points to the 'Get Started' button on the bottom page.

Keep in mind that this process will guide you through **creating an account**, **completing a registration form**, **setting goals**, **reporting barriers**, and **making an appointment** to come in for orientation *before you ever come to school!* These steps can all be completed on a phone or mobile device – no need for a computer!

Several schools will appear on the map based on the choices you make in your search. Click **View School Details & Locations** for the school you choose, as in the sample shown here. This will take you to an informational page for your selected school. Click **Get Started** to begin your journey!



STEP 1: REGISTRATION

After you click **Get Started**, you will then be taken to the **Registration Form**, where you will be asked some basic questions, as well as some questions about your goals and any barriers you might have that stand in the way of those goals.

Why do we ask these questions?

The answers to these questions give us the key information we need to *unlock the grant funding and resources that make this educational program FREE to students*. As always, any information you share with us will be kept confidential and secure. In short, the information you provide helps these educational resources to remain free to you and other students!

NOTE: If you skip over a required field on the registration form, you will get an error message when you click the Submit button. You will be prompted to correct it by finding the fields highlighted in red, as shown in this sample.

2022 IOWA LEARNER REGISTRATION FORM

Program *

☐ I need to learn English.

☐ I need to improve my basic academic skills.

☒ I want to earn a High School Equivalency Diploma (HSE).

☐ I want to earn a career certification (Workforce Preparation)

Student Name (*Please make sure this is your full legal name and not a nickname.)

First * Middle Last *

Denise Sample

Student Address

Street Address * City * State *

123 Sample Street Des Moines Iowa

Zip Code *

50211

Email *

denisesample9876@gmail.com

Mobile Phone Number *

(111) 111-1111

Home Phone Number

() - -

Social Security Number

222-22-2222

Please select the gender with which you identify *

☐ Male

☒ Female

☐ Non-Binary

IMPORTANT: You will receive important email and text communication via the email address and mobile phone number you provide, so make sure that the contact information you provide is yours and *not a shared account*, and that you can access the email and text messages easily and frequently.

Electronic Student Signature *

Denise Sample

Next

Please check the form and correct all errors before submitting.

Program *

☐ I need to learn English.

☐ I need to improve my basic academic skills.

☐ I want to earn a High School Equivalency Diploma (HSE).

☐ I want to earn a career certification (Workforce Preparation)

Program is required

STEP 2: MAKING YOUR APPOINTMENT

When you submit the registration form, you will then be directed to choose an appointment based on your preferences. Fields with basic student information will have already been populated with your previous answers, so the information will not need to be typed again.

Send a Question to The School Back to Home Need help? Logout Select Language

Choose Your Appointment

Name

First * Middle Last *

Denise Sample

Mobile Phone Number *

(111) 111-1111

Email *

denisesample9876@gmail.com

Date Of Birth

Month * Day * Year *

September 12 1984

Age

38

Please select the gender with which you identify *

☐ Male

☒ Female

☐ Non-Binary

Program

☐ I need to learn English.

☐ I need to improve my basic academic skills.

☒ I want to earn a High School Equivalency Diploma (HSE).

☐ I want to earn a career certification (Workforce Preparation)

Choose your HSE orientation location:

☒ Western Iowa Tech Community College 4647 Stone Ave, Sioux City, Iowa

☐ Western Iowa Tech Community College 25 5th Avenue, Le Mars, Iowa

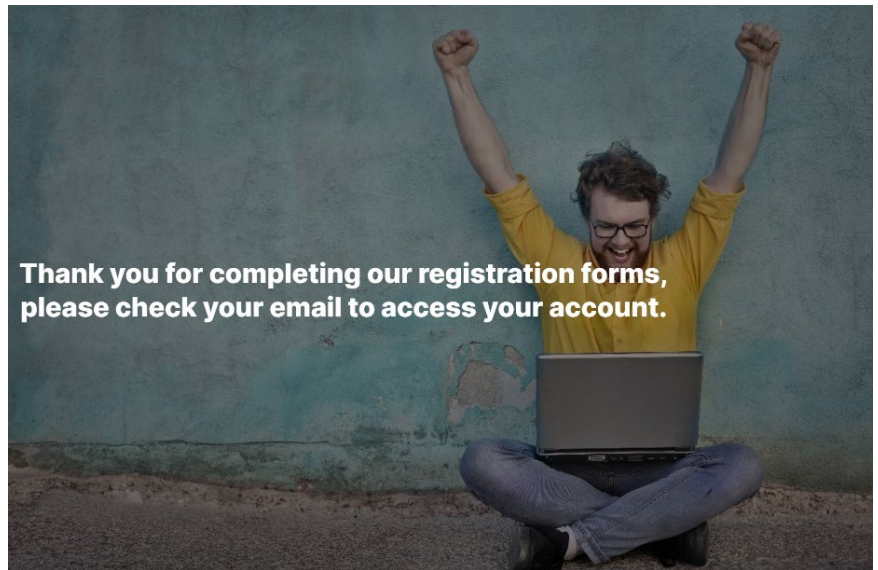
Choose your HSE orientation appointment time:

☒ February 22, 2023 - 9:00 AM

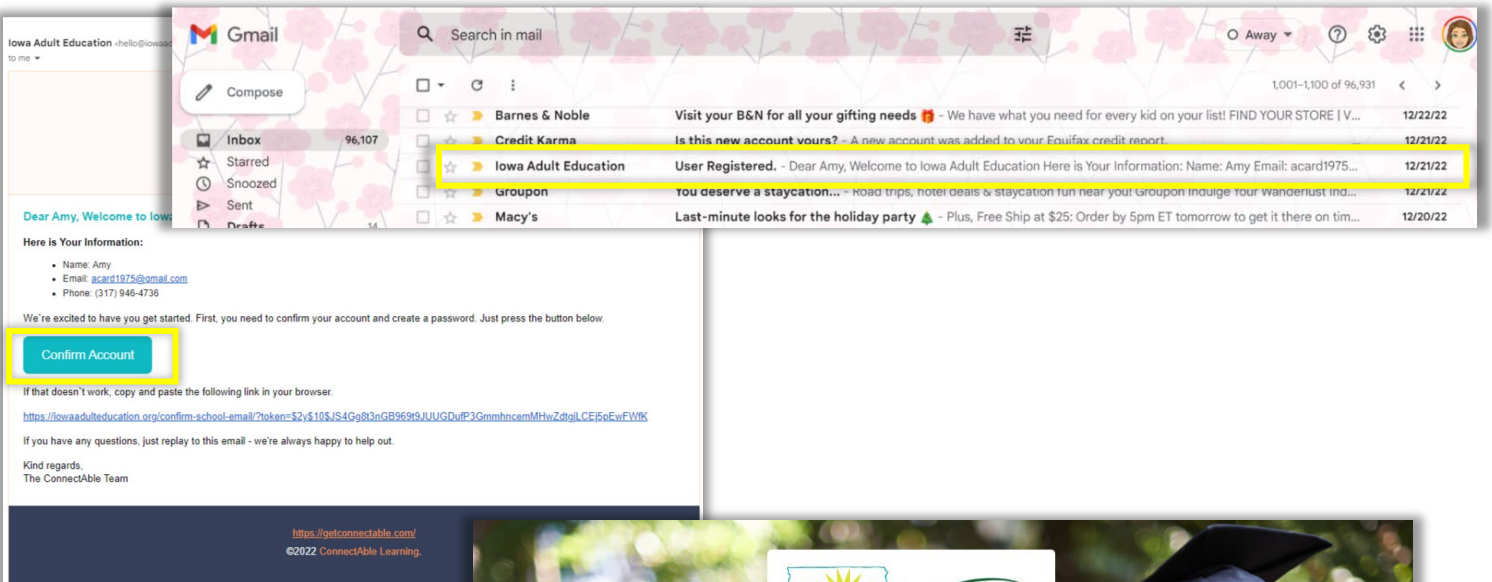
☐ February 22, 2023 - 1:00 PM

STEP 3: CONFIRMING YOUR ACCOUNT

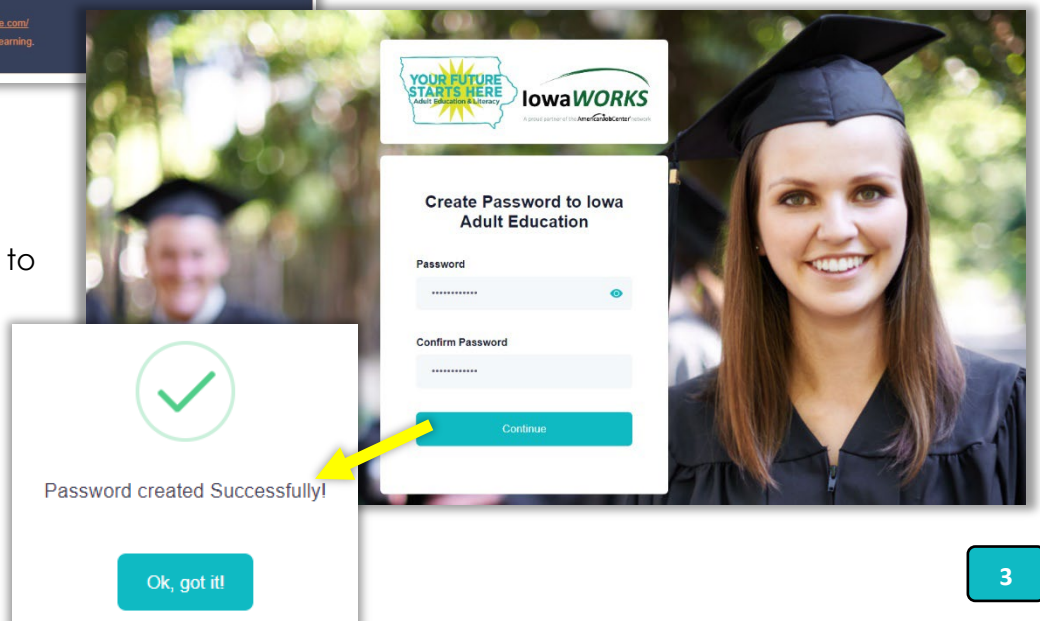
You will see a confirmation message when the steps are complete, and you will be prompted to check your email to confirm your account



You will receive an email from Iowa Adult Education. Open it to view your information to confirm your account.

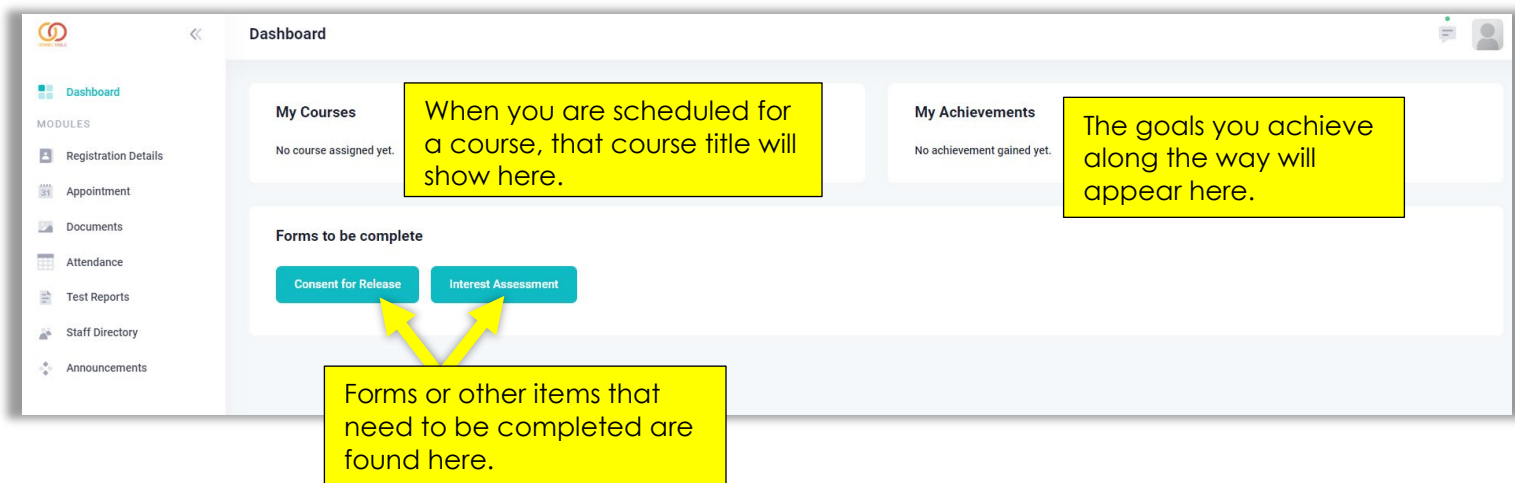


When you click **Confirm Account**, you will be taken to a page to create a password.



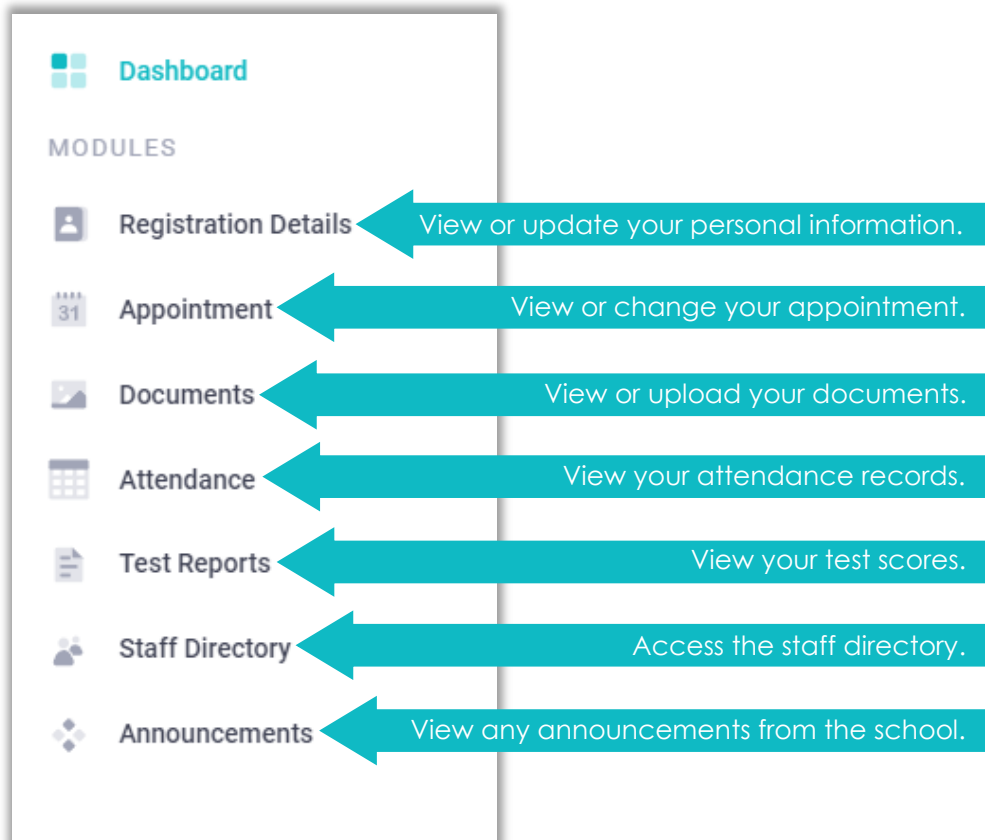
YOUR STUDENT DASHBOARD

After creating your password, you will be taken to your **Student Dashboard**, where you can view or update your student information, as well as be notified about any forms you still need to complete. A sample dashboard is shown in the sample below.



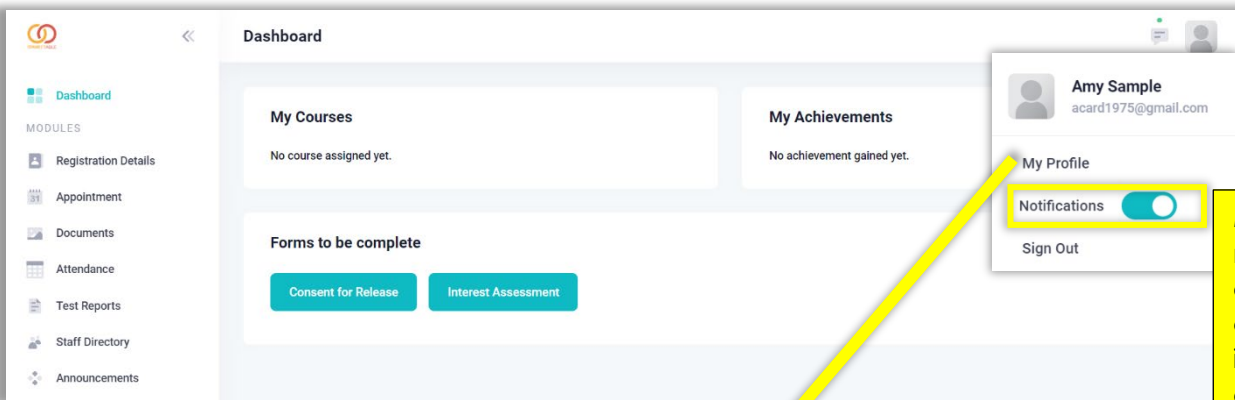
TOOLS ON YOUR SIDE MENU

You can access other information and tasks from the side menu of your dashboard.



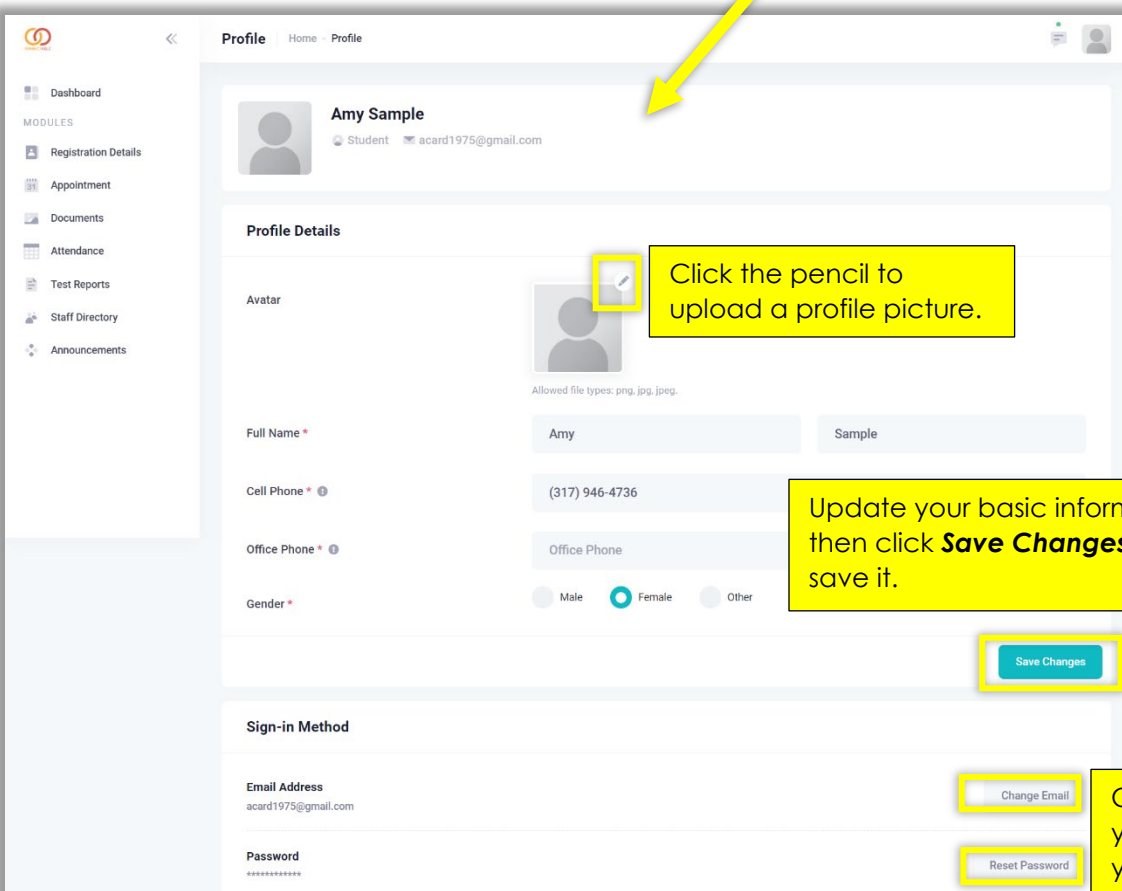
YOUR PROFILE

You can access your profile by clicking the upper right corner of your dashboard. There you can customize or make changes to your profile.



Make sure your notifications are on so that you can receive important communication from the school.

Click My Profile to view your profile page.



Update your basic information, then click **Save Changes** to save it.

Click here to change your email address or your password.

GETTING HELP

You can reach out for technical help at any time by click the **Need Help?** link at the top of the screen. You can ask a question about your school by clicking the **Send a Question to the School** link. Someone will contact you shortly after you reach out for help.

