How to Redeem an Iowa Department of Education Online Training Redemption Code

To redeem your Redemption Code Number follow the below instructions:

• If you are provided with only the Redemption Code (Example `aaaa-aaaa-BbBb-Cccc-DddD-1112-2233-3444`) follow steps 1 and 2.

• **If** you are provide with the URL including the Redemption Code (Example ONLY http://www.nexportcampus.com/iowadoe/Tickets/Redeem.rails?code=3e62c6a-238b-4e5d-add9-f4d051fa56a6), **Skip to step 3.**

1. Please visit the following web link:
   http://www.nexportcampus.com/iowadoe/Tickets/Redeem.rails
2. Enter the Redemption Code (insert code) in the Redemption Code Box and once entered click on Submit
3. Enter your Desired Username
4. Enter your Desired Password
5. Enter your Confirmed Password
6. When all fields are completed click on Submit.
7. Enter your First Name
8. Enter your Last Name
   a. Include capitalization where appropriate. **Please note: Certificates are printed using information contained in your profile. Example: Joe Brown NOT joe brown.**
9. Enter you Email Address
10. The Iowa Department of Education will require you to complete 4 Extended Profile Fields before you can begin your training, please have your Drivers License ready to complete the follow tasks:

    1. Verify the spelling of your first and last name and e-mail address
    2. Locate and Click on the Extended Profile field
    3. Enter your Date of Birth, Drivers License #, Drivers License State, and the Drivers License Expiration Date. When all of the required information is entered click on Save.
    4. Logout

You are now ready to begin!

Below is the information you will need to access your online training:

Visit the Iowa Department of Education Professional Education Center offering your courses at http://nexportcampus.com/iowadoe

Login: **Using the user name you created**

Password: **Using the password you created**

Once logged into the Iowa Department of Education Professional Education Center, please make sure all of your user information is correct and complete (including capitalization where appropriate). This can be accomplished by clicking on Profile in the top right-hand corner by your name. **Please Note: Certificates are printed using information contained in your profile.** If there is an error within your profile, please contact customer support at 1-800-261-6248 or enrollment@smarthorizons.com. If your profile information is correct, please select "My Training" and follow the below instructions.

1. Once on the Enrollments tab, select the course title you would like to begin, select (click on) Start Course, wait for the screen to change and the course description to come up then select (click on) Click here to launch this lesson, and your course will launch in a new window.

Setting your personal preferences:

The Enrollments tab allows you to choose your personal display preferences.

Sort by Date or Sort by Category-

   Sort by Date allows you to categorize courses beginning with courses you have not started, followed by course in progress, and ending with courses completed

   Sort by Category allows you to sort courses by the category

Show Active or Show All-

   Show all allows you to view all courses you have enrolled in or completed

   Show active allows you to see only course you need to complete

Printing a certificate:

   There are two ways to print a certificate:

1. On the "Enrollments" tab click on the icon in the Certificate column on the same row as the course title you want the certificate from. Once the certificate is displayed click on the printer icon on the tool bar.

2. On the "Progress Report" tab click on the icon in the Certificate column on the same row as the course title you want the certificate from. Once the certificate is displayed click on the printer icon on the tool bar.

The STOP Certification Exam must be proctored!

You must take the certification exam with a proctor either your transportation director or their designee. If you take the certification exam/test and it is not proctored the certificate will not be accepted by the Department of Education.

If you have any questions please contact:

Customer Service
Toll Free # 1-800-261-6248
Email: enrollment@schooltrainingsolutions.com