If you will be the facilitator, please complete the annual facilitator training, by doing the following:

1. Reply to this email with:

a. Your first and last name

b. Your school district and school name

c. Your ALSDE ID number can be found [here](https://tcert.alsde.edu/Portal/Public/Pages/SearchCerts.aspx).

d. Your school email address

2. Register using the link below.

| **Timeframe for Course/Section** | **Course #** | **Section #** |
| --- | --- | --- |
| **July 3, 2023, to December 31, 2023**  Link to register:  <https://alsde.truenorthlogic.com/ia/empari/learning2/course/search/doCourseSearch?searchString=306240&originalSearchString=> | 306240 | 475544 |

If you do not know your True North Logic login information please email Mr. Rhett Cutts at rcutts@alsde.edu and request your login credentials.

3. Log in to your statewide instance of Schoology [alsde.schoology.com](http://alsde.schoology.com/). This is where you will complete the annual facilitator training. If you do not remember your login credentials, please email SchoologyEnrollments@alsde.edu and ask for your Teaching and Learning Platform login information.

4. There are two components to the Annual Facilitator Training.

1. Complete the **Student Orientation** - you will have to submit the Student Information document. You do **not** have to fill the form out, but your students will when they enroll in each ACCESS class.
2. Complete the **Facilitator Certification**. *(A green check mark is an indicator that the training has been completed successfully.)*

5. Once Step #4 has been completed, log back into the link in Step #2 and complete the Survey.

*(Survey will appear ~24 hours after completion of training.)*

*(Click "Courses" at top of the screen, then select the survey on the right-hand side of the screen.)*

Thank you,