Welcome to Teacher CEU Toolbox! Please click on the "Existing Members Login" button for those returning to our online professional development learning opportunities. For those of you visiting our site for the first time, you will find many helpful resources which will assist you in your decision of course selection, how our courses are set up, policies, and other questions you may have.

To login in as an "Existing Member," or to sign up for and take a course for the first time, click on the "Sign Up Now" button located at the bottom right side of our home screen…

After clicking on the "Existing Members Login" button, or the "Sign Up Now" button, you will be taken to the Teacher CEU "login" screen. Once here, if you are an existing member, you can login in with your unique username and password, or you can "Create a new account."
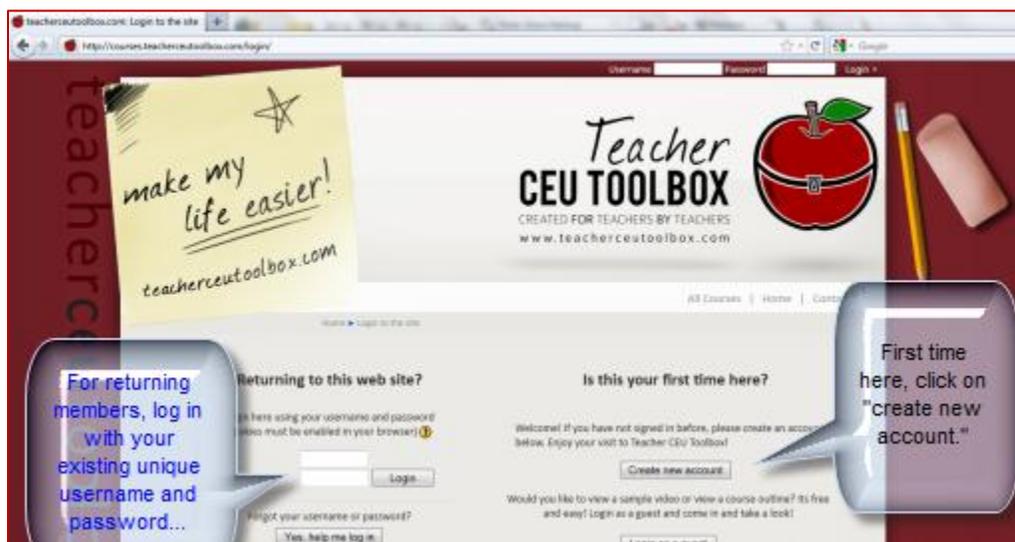
A form will open requiring some necessary information. Please remember to fill out each of the required fields, read the "Policy Agreement," and place a check in the box sharing that you understand and agree to the policies. *Make sure to write down your access username and password…*

When you click on the "Create my new account" button, a confirmation screen will open with more information. This message will inform you that an email has been sent to your email address. You will need to view the email, and follow the instructions within the email.

Thank you for completing the online registration request.

A confirmation email has been sent to: @yahoo.com. Follow the instructions in the email to confirm your registration and begin using our site.

When you first login, you may only see an introductory course. The rest of your courses should be available within the next 10 to 15 minutes.

If you don't receive the email, or if you have any difficulty completing the confirmation process, please contact Dragonfly by email to support@teacherceutoolbox.com.

An account creation confirmation screen will share more information with you...

Continue

Click the continue button to resume...

If you do not have your email already open, log in to your email account and confirm your account by clicking on the link within the email sent to you from Teacher CEU Toolbox.

Hi Your Name

A new account has been requested for you at Teacher CEU Toolbox, a division of Dragonfly Consulting International, INC using your email address.

Please confirm your email address by clicking the link below:

http://courses.teacherceutoolbox.com/login/confirm.php?data=AKVf1ymqX9bJmWU/iamyou

Click on the link in your email to confirm your account...

In most mail programs, this should appear as a blue link in which you can click on. If that does not work, cut and paste the link into the address line at the top of your web browser window.

If you need help, please contact the site administrator at support@teacherceutoolbox.com.

Thank you for confirming your account.

When you click on the confirmation link, you will be taken back to the Teacher CEU Toolbox home page.
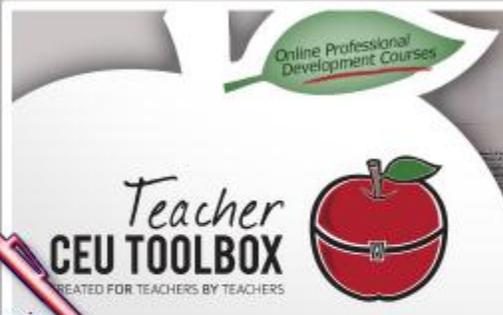
When you click on the "Existing Members Login" button, you will again be taken to the login screen. Go ahead and sign in using your username and password you created during registration.
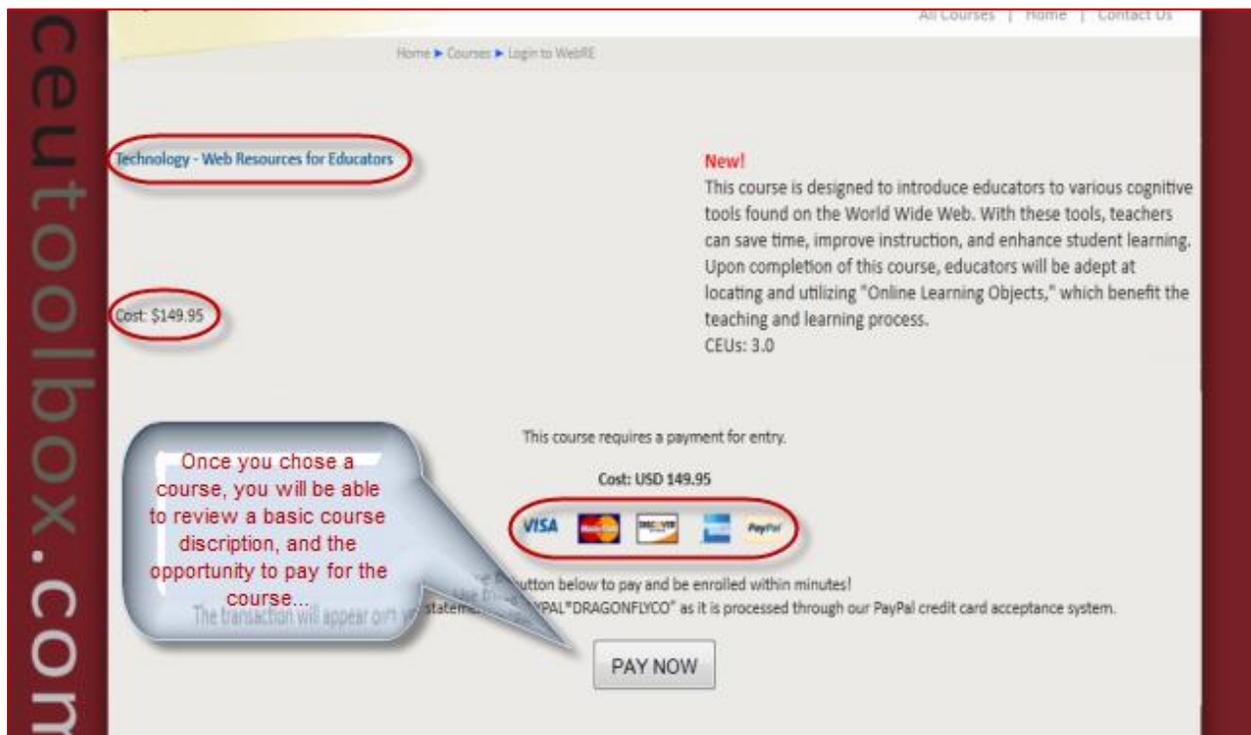

Once you have logged into the site, you can now see all of the courses being offered, sign up for classes, view your own state requirements, and view our most popular courses.
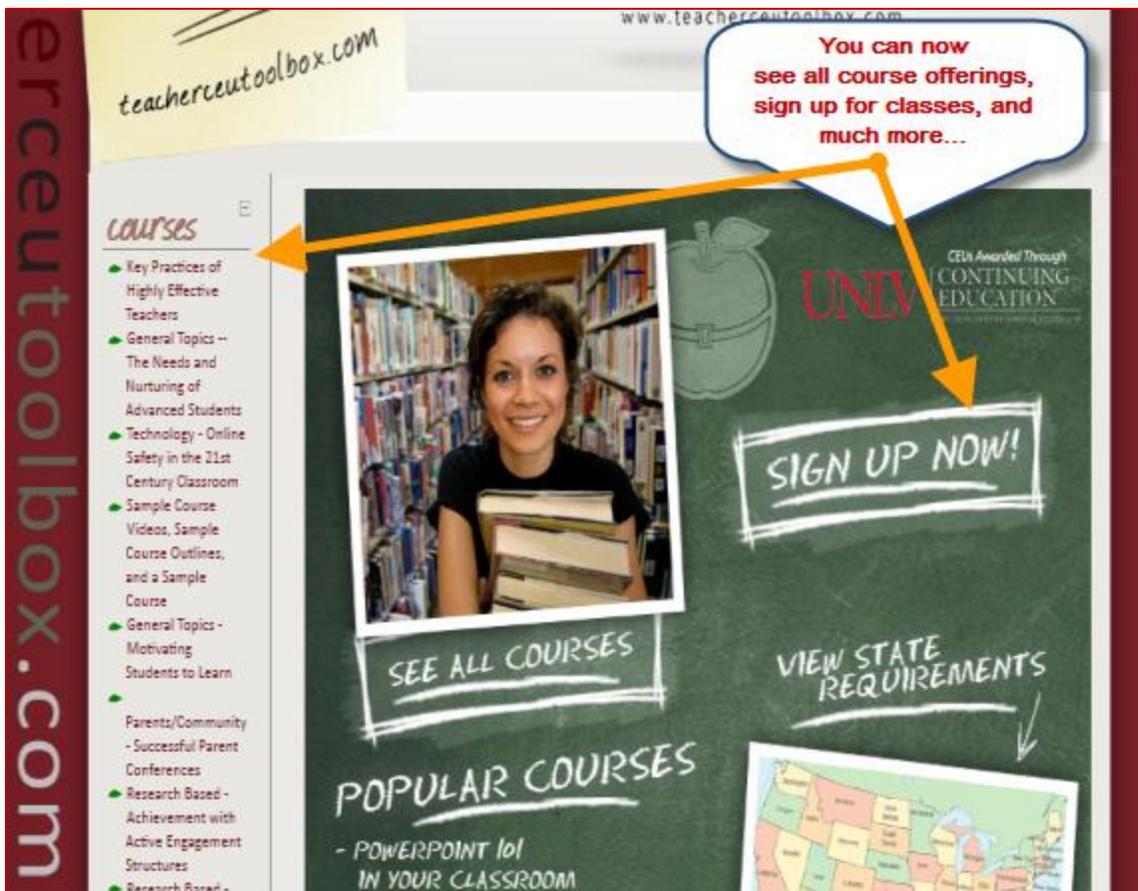
Once you have decided, click on the course you wish to take…
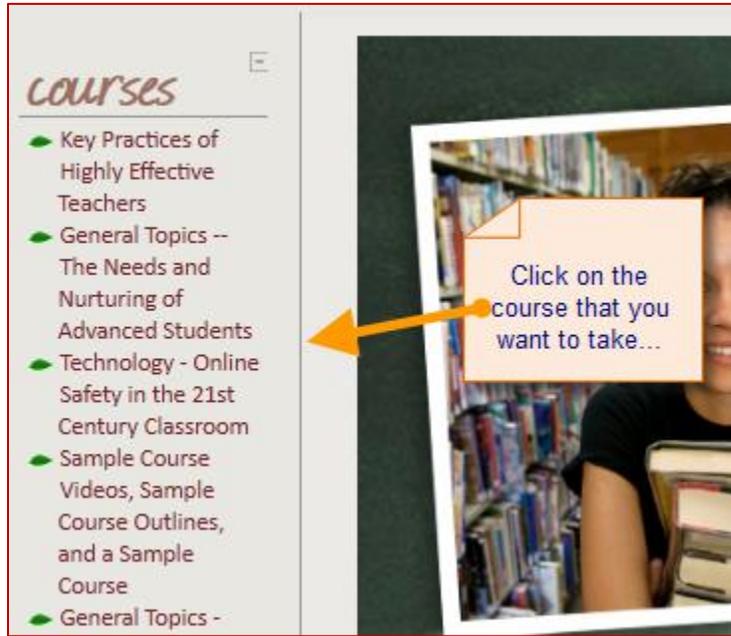
When you choose your course, you will be requested to pay for the course via credit card or PayPal to continue…
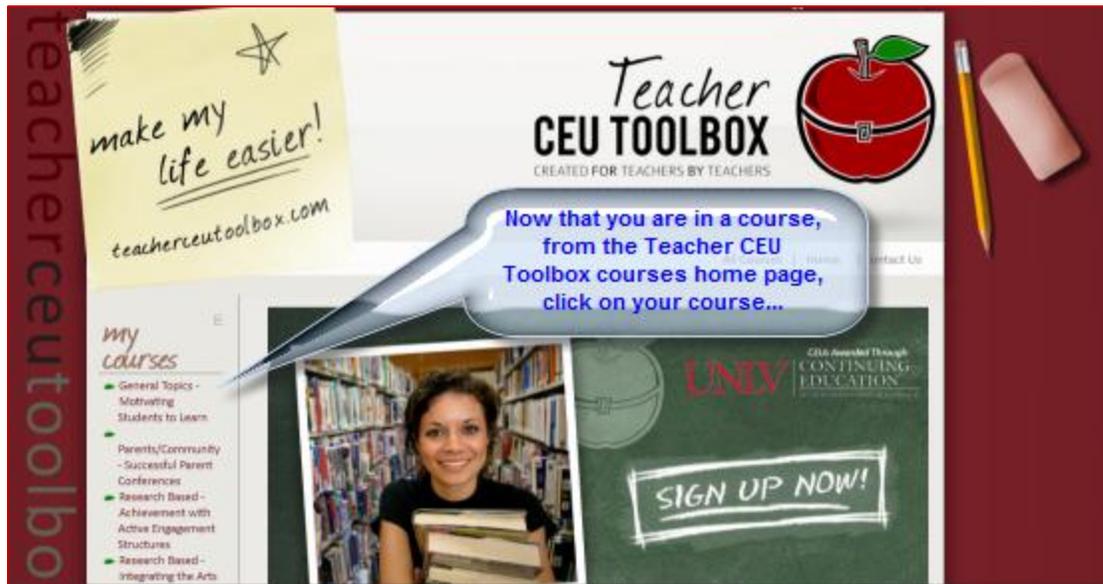

✓ Once you pay for the course, you will then gain access and can begin to work.

Let's continue this orientation by reviewing course navigation.

Navigating Your Course

Now that you are registered and have access to a course, you might wonder, how do I move around once I am in my course? First, from the Teacher CEU Toolbox home page, click on your course…

Once you click on your course, you will be taken to a page where you can review the Teacher CEU Toolbox Site Policies. Please take your time and review these policies.

Once completed, choose "Yes" that you understand and agree to the site policies to continue on into your course.
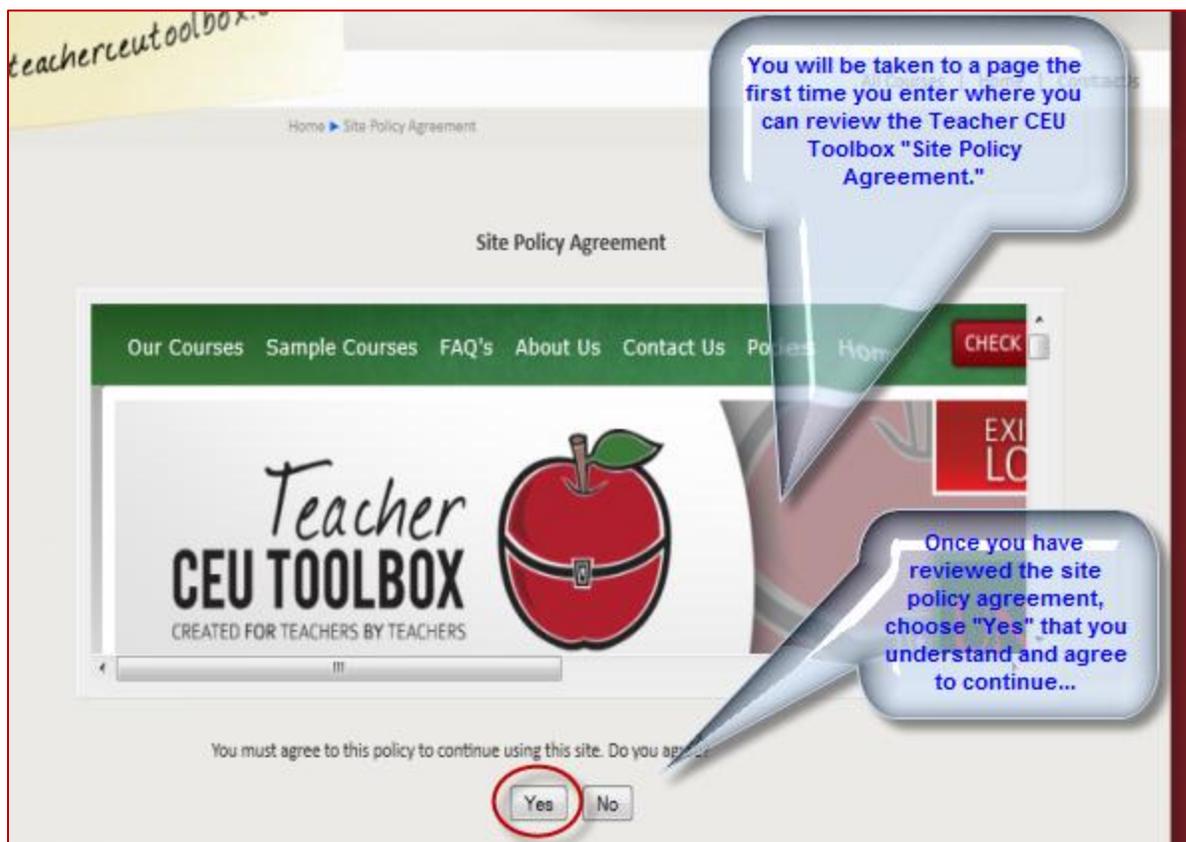
Now that you are inside of your course, you can easily navigate in and around the site topics, resources, and evaluation opportunities.

At the top of each course, you will find a **"Breadcrumb Trail."** This shows you the route you have taken to access the page you are currently viewing. Each phrase on the Breadcrumb Trail can take you back to that particular page in your course.

For your convenience, under each of the topics/units of the course, you will find "**links"** to course overviews, resources, and quizzes which will help you gauge your understanding of the course information.

Our courses are developed to be followed in chronological order. Therefore, we recommend you follow each topic/unit in order all the way through to its conclusion. You may like to quickly view specific information on a topic before continuing in the course. To assist you with this, we have a "Global Search" feature located in each of our courses. This tool allows you to search for topics in the course(s) you have access to at the time of your search. The Global Search feature is only located on the home page of your course.


Once you have clicked on a topic page, you have tools which will again assist you in navigating through the course. You still have the Breadcrumb Trail, and you also have a "Jump To" menu feature…

As before, you have the Breadcrumb Trail to assist in navigation. Your "Jump To" menu allows you to access any page in the course. To use the Jump To menu, click the (⬇), down arrow and a menu will appear sharing all of the course pages.

On the left and right side of the Jump To menu, there are arrows pointing left (⬅) and right (➡). The arrow left will take you back to the previous page, and the right arrow will take you to the next page in succession.
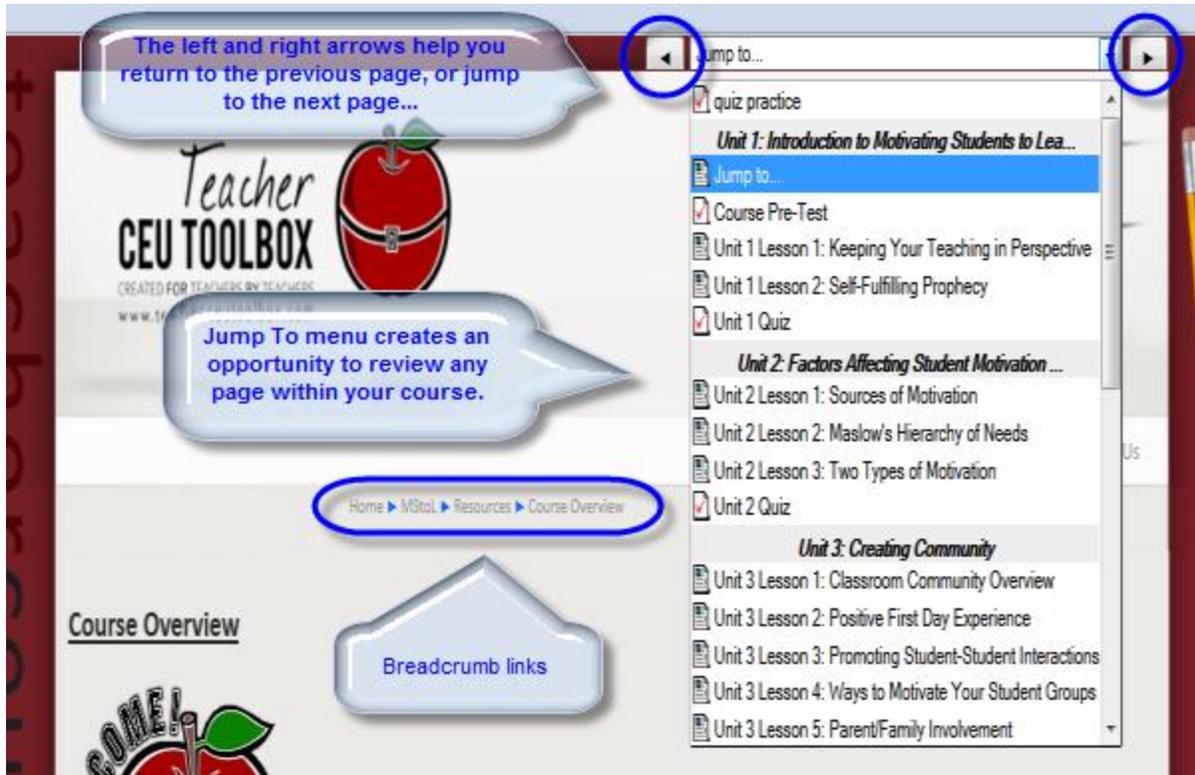
Please remember if you have questions, let us know right away. Good Luck, and enjoy your online experience…

Good luck, enjoy our courses, and please let us know if you have questions…