

Accessing Trainings in DSEA's Online Learning Portal

1. To enroll in courses, you must register in the portal. To access the portal, go to:
<https://dseaportal.learnupon.com>

2. You will see the screen below.

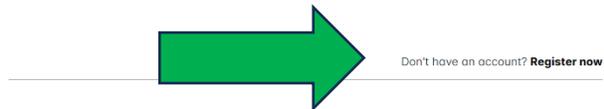
--If you have never accessed the portal, click on "Register now" and complete the registration process. You will receive an email with confirmation instructions.

--If you have accessed the portal, but are having issues logging in, email dseaportalhelp@dsea.org.



New to the portal? Please read through all of the following steps first, then complete them to access our exclusive member content.

1. Click "Register now" located in the upper right corner of this screen.
2. Enter your email and set your password. Take note, these will be your log in credentials.
3. See confirmation instructions in email.
4. Fill out the profile information.
5. Important: In order to access the member catalog, you must complete the course "Mandatory Course For Portal Enrollment". It is a short video introduction to the platform and kicks off the member look up process. You can locate this course in your Learn Upon Dashboard after completing the profile or with the link in the course enrollment email.
6. If you have taken the course and do not see any other content, please email dseaportalhelp@dsea.org.



Welcome to the DSEA Professional Development and Training Portal!

Email This field is required

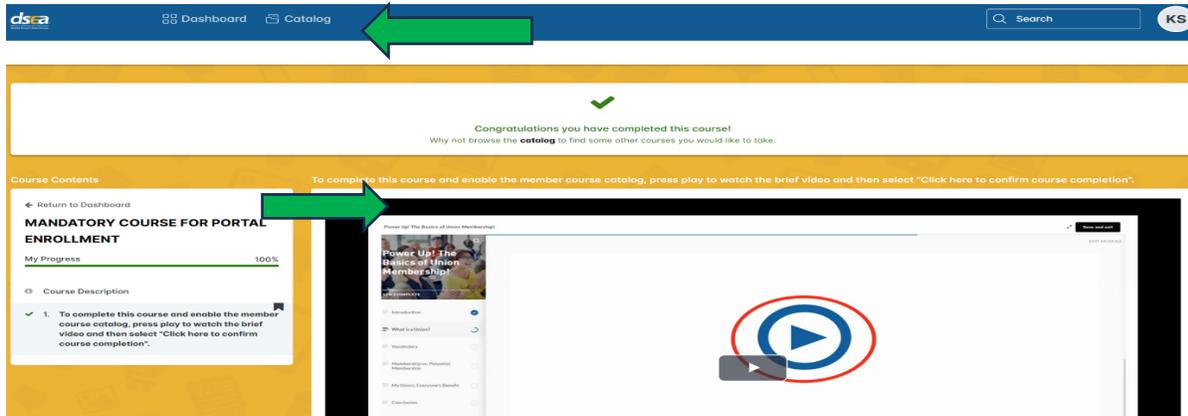
Password This field is required

[Forgot your password?](#)

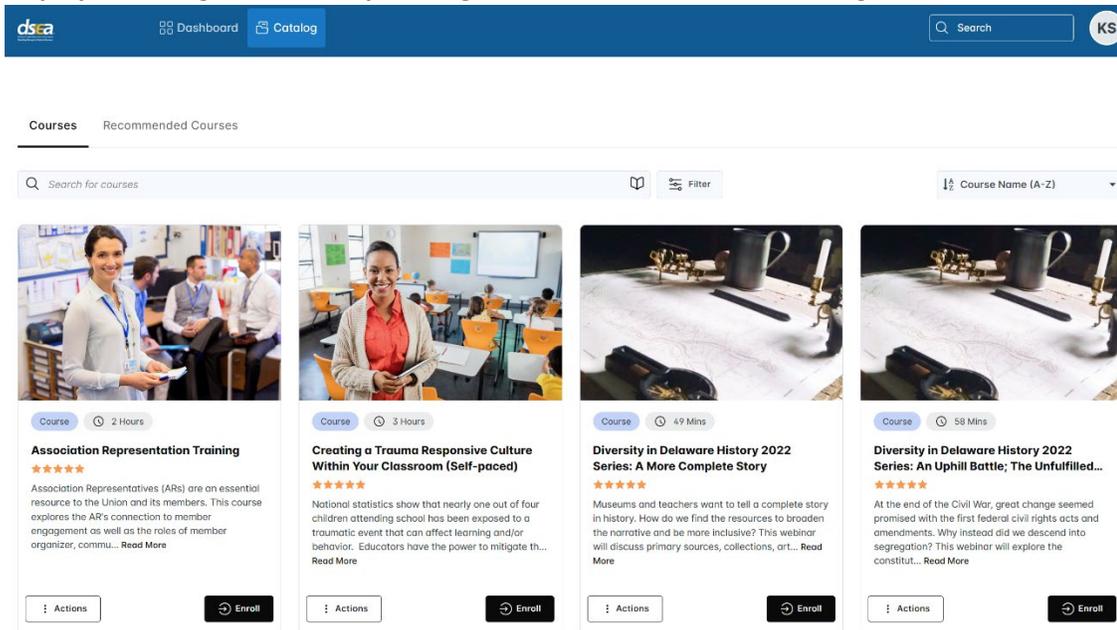
3. Once you have logged in, you will see your Dashboard. You will see any courses you have enrolled in on this screen. Everyone must complete the "Mandatory Course for Portal Enrollment" before beginning any other courses.

The screenshot shows the user's dashboard after logging in. At the top, there is a navigation bar with the DSEA logo, "Dashboard", "Catalog", a search bar, and a user profile icon. Below the navigation bar is a large banner for "DSEA's Professional Development & Training Portal" featuring a laptop and books. The main content area is divided into several sections: a "Total Number of Courses" summary with 1 enrolled course, 0 completed courses, and 0 course questions; a "Recent Activity" list showing the user's enrollment in the mandatory course; and a prominent "Start Here" button for the "MANDATORY COURSE FOR PORTAL ENROLLMENT". A progress bar indicates the user is at 10% completion of the 1-module course.

You can browse available courses, or search for a specific course (e.g. Power Up!, Association Representative Training, etc.) by using the Catalog tab at the top of the screen or by clicking “catalog” under your completed message.



4. The catalog will display courses like the image below. You can also scroll through the images displayed, or begin a course by clicking on the enroll button or the image.



5. If you have any questions or issues, contact Kathy Dulis, Director of Professional and Leadership Development at kathy.dulis@dsea.org OR via the Portal Help at dseaportalhelp@dsea.org.

