

## Guide for IOTA Members for using Aspire OT

Thank you for being an IOTA member. As part of your membership, you have access to discounted courses through Aspire OT. This guide will help you understand how to access, register, and complete these CE courses.

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\*If you are accessing a webinar on the date of the webinar, please use the #2 option above.

## [Shopping for a Course](#)

1. Visit <https://www.iowaot.org/>
2. Click on “Member Login” (highlighted below in orange) or the button may say “Member Area” if you are already logged into the IOTA website



3. You may be asked to enter in your username and password for the [IOTA website](#). You may have created this account when you purchased your membership. If you have any difficulties with this log-in, please contact IOTA at [iowaot@gmail.com](mailto:iowaot@gmail.com).

IOTA Members, please log in below to view our Membership Directory, IOTA Handbook, and more!

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**CURRENT MEMBERS:**

If this is your first time accessing the IOTA website and Members Area, use your email address as the Username and follow the steps for a "forgotten password". Please enter your email address below and select the forgot password button. You will be sent an email to create a new password.

Thank you!

Email Address\*

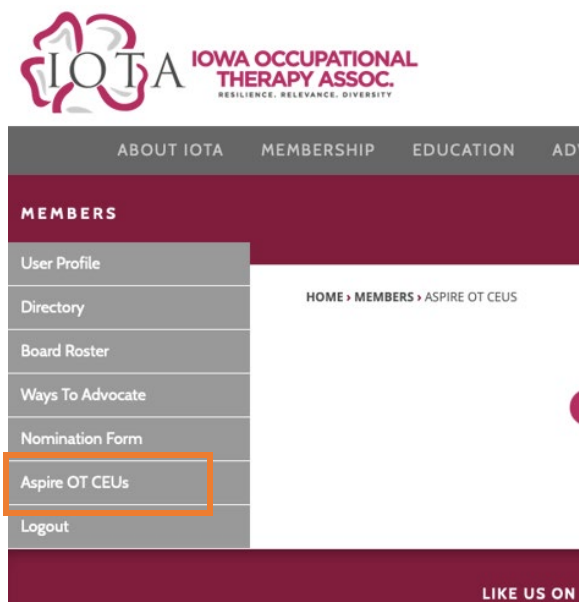
Password\*

  
 Remember me

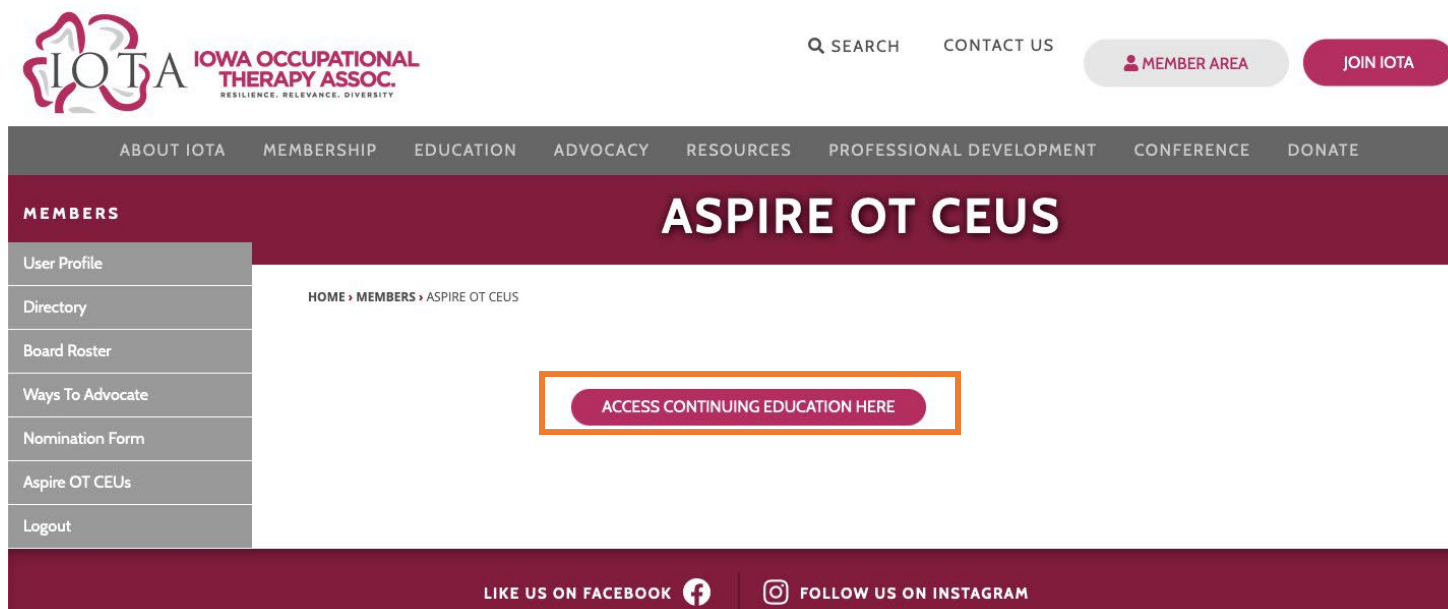
\*Required Fields

**LOGIN**

4. Once logged in, you will be taken to a new webpage. Locate the menu on the left-hand side and click on the “Aspire OT CEUs” option. You can see it highlighted in orange below.



5. Locate and click on the button “Access Continuing Education Here”. It is highlighted orange in the image below.



6. You will now be on the special Aspire OT webpage that is for IOTA members which reflects your discount. You may review the courses.

**Education for IOTA Members**

As a member of IOTA, the courses below are available to you at a discounted rate!

+ Add Section

**IOTA**  
IOWA OCCUPATIONAL  
THERAPY ASSOC.  
RESPECT. BELIEVE. BELIEVE.

**Evidence-based continuing education designed to meet your needs, budget, and schedule.**

If you have any trouble registering, [click here for a helpful guide](#). You can also email us at [info@AspireOT.us](mailto:info@AspireOT.us)

**Upcoming Webinars**

7. Once you choose a course to register for, click the “Enroll” button on that course card.
8. You will now be able to check out for the course.
  - a. If you are new to Aspire OT, you will need to create an account with Aspire OT. This is different than your IOTA account that you used earlier. Having an Aspire OT account allows you to request any certificates you earn from Aspire OT for up to 7 years.

To create the account, you will need to type in: your first and last name, your email, a password, and check the box regarding duplicate accounts. You can enter in your state, license number, and professional role, but these are optional. Be sure to keep track of the email you use for this account so that you can request a password reset if you forget your password.

OR you can also choose to use a social media account to create your account by clicking the social media or Google icon (highlighted in yellow below) instead of entering the information above. It is VERY important that you keep track of which icon you use as you must use this icon anytime you sign in.

## Sign Up

**\* WHAT IS YOUR FIRST AND LAST NAME?** **\* WHAT'S YOUR E-MAIL?**

Name E-mail

**\* YOUR PASSWORD?** **LICENSE STATE**

Password State

**LICENSE NUMBER (OPTIONAL)** **DUPLICATE ACCOUNTS**

Please input your license number  \* I understand that I am responsible for recording the email or social media account used to sign up. You must use the same email or social media account for future log ins. Duplicate accounts may lead to difficulties accessing courses.

**ROLE**

Professional Role

— or —

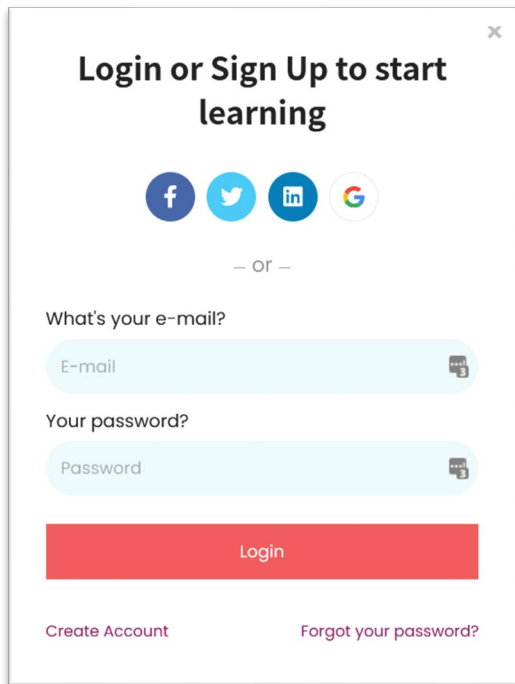
Do you already have an account? [Log in here.](#)

## Payment Method

**NAME** **STREET**

Name Street

- b. If you already have an Aspire OT account, you will need to click on “Log in here” highlighted in orange in the above image. You will need to then enter in your email and Aspire OT password.



Login or Sign Up to start learning

— Or —

What's your e-mail?

E-mail

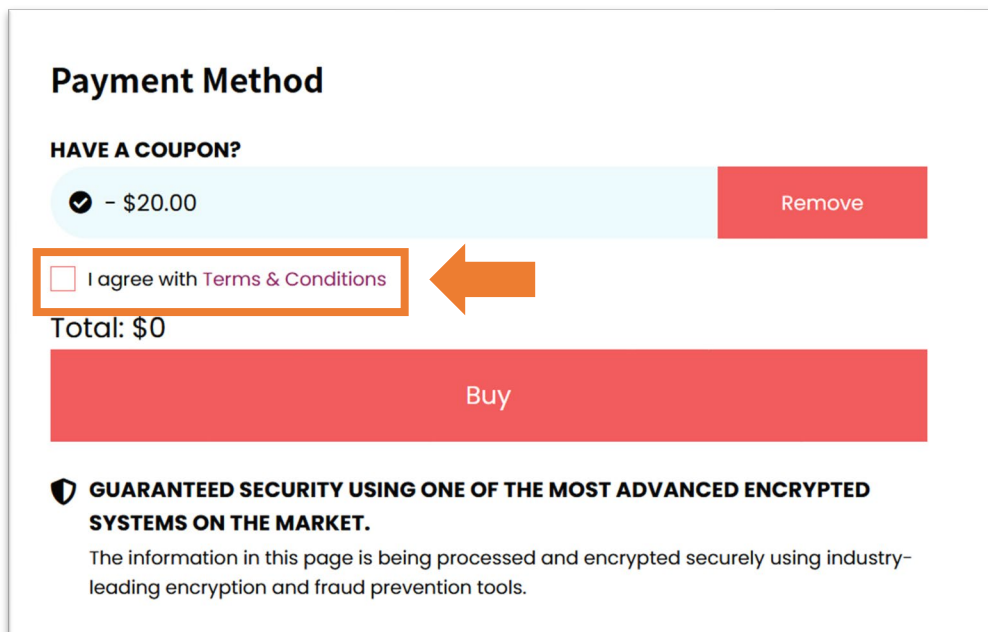
Your password?

Password

Login

Create Account      Forgot your password?

9. You should see that a coupon has been applied to the checkout reflecting your IOTA member discount. The discount may be different than the image below as the courses have different prices and not all courses are free. You will be asked to input credit card information if there is a cost associated with the course.



Payment Method

HAVE A COUPON?

✓ - \$20.00      Remove

I agree with [Terms & Conditions](#)

Total: \$0

Buy

**GUARANTEED SECURITY USING ONE OF THE MOST ADVANCED ENCRYPTED SYSTEMS ON THE MARKET.**

The information in this page is being processed and encrypted securely using industry-leading encryption and fraud prevention tools.

10. Review the “Terms & Conditions” and click the box to agree (see orange highlight above). If you have any questions, please email us at [info@AspireOT.us](mailto:info@AspireOT.us)

11. Click on “Buy”.

12. You will then be inside the course to begin or to review information. If the course is self-paced, you can advance the course and begin watching. If the course is a webinar, you can access basic information and the handout prior to the webinar. The link for the webinar will not be available until the day of the webinar.
  
13. If you want to purchase another course and the special sales page is no longer in your browser, we suggest that you go back to step 1 in these directions to access the sales page.

Aspire OT loves to help. If you have any questions or issues, please email us at [info@AspireOT.us](mailto:info@AspireOT.us).

## [Accessing Your Purchased IOTA Webinar on the Webinar Date](#)

1. You will receive an email the morning of the webinar reminding you of your registration. There will be a link for the course in that email. You will need to click that link.

You will now be on the course webpage (example shown below):

2. If you see “Continue learning” on the button below the title, click it and skip down to #6 in these instructions.



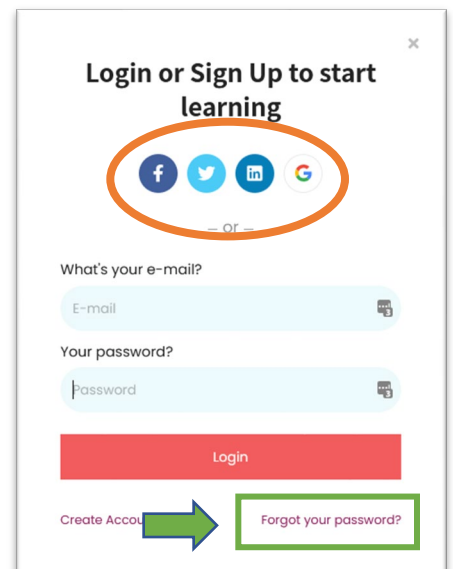
If you see “Enroll” on the button beneath the title, click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”



3. You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forgot your password, you can use the “Forgot your password” option (highlighted in green in the picture on the left).

If you used one of the social media or Google buttons (circled in orange on the right) to create your account, you will need to use that same button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the same button instead.





4. Once you are logged in, the webpage now will show you all the courses you are currently registered for listed in alphabetical order. Locate the course then click “Continue learning” for that course. You can see it highlighted in orange in the example on the right.

If you do not see any courses, scroll down to find them.

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Sample (Courses and details may change)

ENROLLED COURSES

Start Learning Today!

CHECK OUT OUR LATEST COURSE

Addressing Acute Pain Through the Power of the Biopsychosocial Model

2.5 Hours for only \$40!

Learn More

My Courses View all courses →

Check out the courses you are registered for

Access until 23 Nov 2022

1 CONTACT HOUR

**Coaching: An Introduction for the Everyday Occupational Therapy Practitioner (Self-Paced)**

Do you have client situations that are difficult? Do you have clients who are not participating or resisting services? If you answered yes, coaching may be a valuable tool for your practice. This course provides an introduction to the basic...

Aspire OT

5% COMPLETE

Continue Learning

Access until 28 Dec 2021

1.5 CONTACT HOUR

**Hair as an ADL**

"Hair is an ADL" is a training module that will assist both occupational therapy students and licensed professionals obtain a better understanding of how hair care should be viewed differently based upon hair type, texture and ethnicity. This...

Tennessee Occupational Therapy Association

57% COMPLETE

Continue Learning

Access until 20 Apr 2022

1 CONTACT HOUR

**AOTA & NBCOT Joint Initiative: OT Licensure Compact**

Learn about what a licensure compact is and the benefits to occupational therapy practitioners along with the key provisions of the OT Licensure Compact.

NOTA

16% COMPLETE

Continue Learning

5. You will now be back at the course webpage, but it will say “Continue learning” beneath the title. Click on that button (highlighted in green to the right).

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Sample (Course name may change)

A Mixed Method Study: An Interprofessional Learning Experience with Occupational Therapy Assistant and Physical Therapist Assistant Students through a Simulated Educational Environment

Continue learning →

6. You are now within the course where the handouts, link, quiz, etc can be found:

The screenshot shows a course page with a sidebar on the left and a main content area on the right. The sidebar has a red header with the text "A Mixed Method Study: An Interprofessional Learning Experience with Occupational Therapy Assistant and Physical Therapist Assistant Students through a Simulated Educational Environment". Below the header are two tabs: "Path" and "Discuss". The sidebar contains four sections: "1. Welcome to the Course" with sub-items "Welcome Message" and "Webinar Instructions"; "2. Handout" with "Handout with Slide Images"; "3. Webinar Access" with "Click here to access the webinar" (marked with a checkmark); and "4. Exam" with "Quiz Instructions", "Attendance Attestation", "Course Exam", and "Course Certificate". The main content area has a top bar with "< previous" and "next >". Below this is the text "Please click the link below to access the webinar." followed by a red-bordered box containing the URL "https://global.gotomeeting.com/join/877351573". Below the box is the text "For the best experience, we recommend:" followed by a bulleted list: "Use of a tablet or computer", "Connection using WiFi or hard-wired internet outlet", and "We do not recommend use of a Mobile Device Data Connection especially if you are moving (such as traveling in a car)". Below the list is the text "Please contact info@AspireOT.us with any questions or issues. We are happy to help." At the bottom right of the main content area is a grey box with the text "Sample (Details may change)".

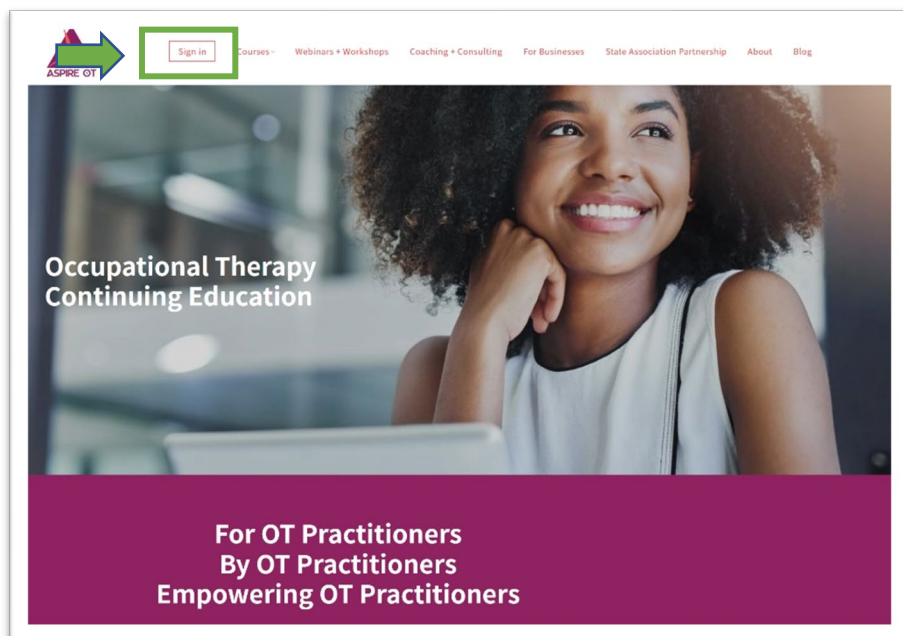
You should see the link for the webinar displayed. Click on the link to launch the webinar. This may open a dialog box that has you confirm you want to open this link (language in the box may vary between devices).

Again, if you get stuck anywhere, you can email [info@AspireOT.us](mailto:info@AspireOT.us)

## [Accessing Your Purchased IOTA Course \(Self-Paced or Not on the Actual Date of the Webinar\)](#)

If you are trying to access a webinar on the day of the scheduled webinar, we recommend following [these directions instead](#).

1. Visit [www.AspireOTed.com](http://www.AspireOTed.com)



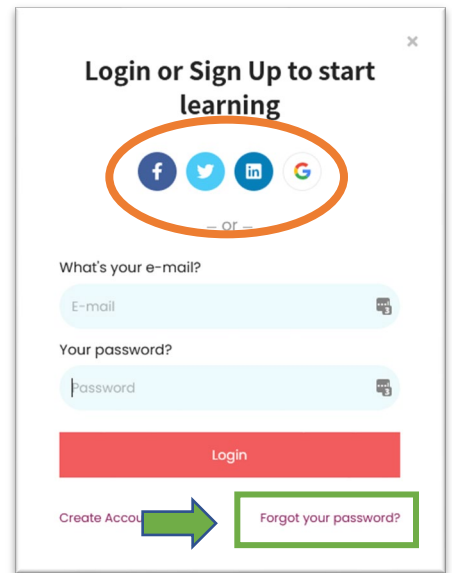
2. Click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”



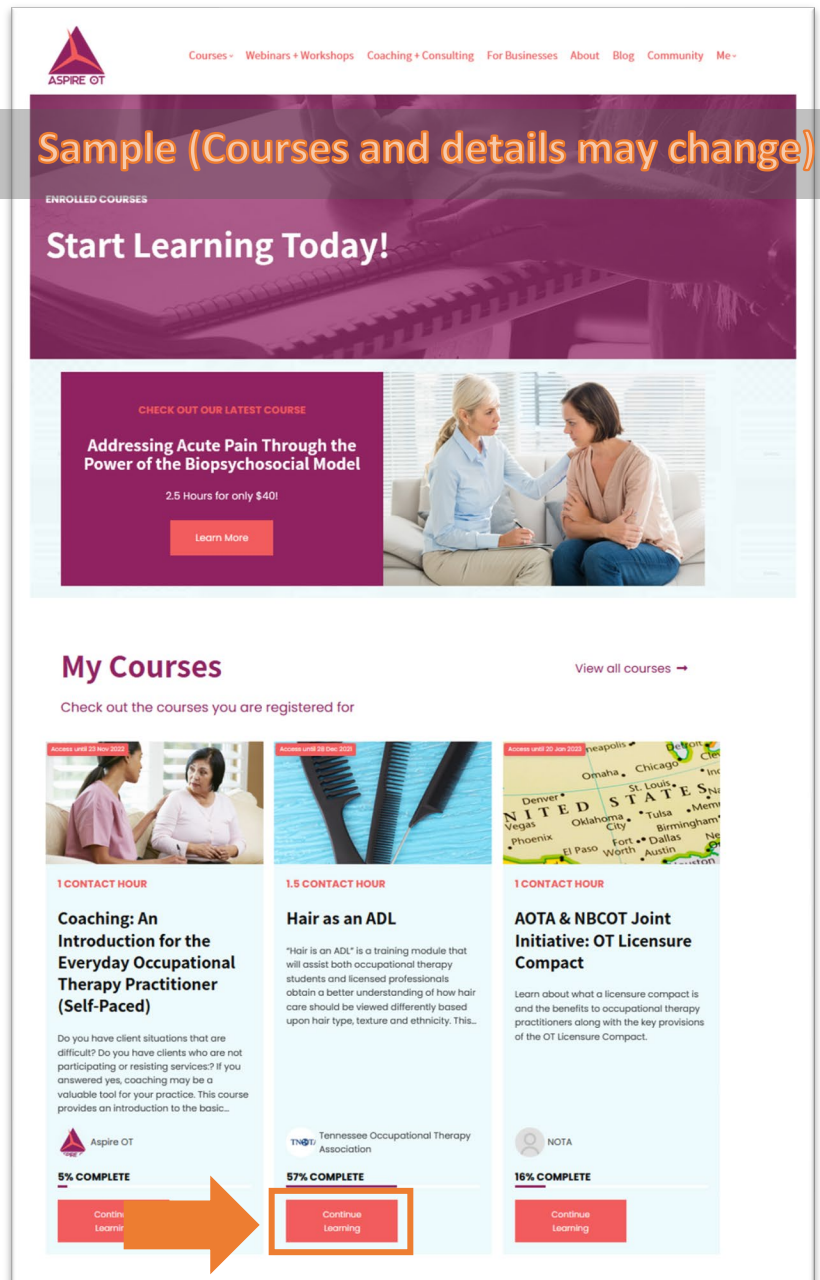
3. You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forget your password, you can use the “Forgot your password” option (highlighted in green in the picture on the right).

If you used one of the social media or Google buttons (circled in orange on the right) to originally create your account, you will need to use that button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the button instead.

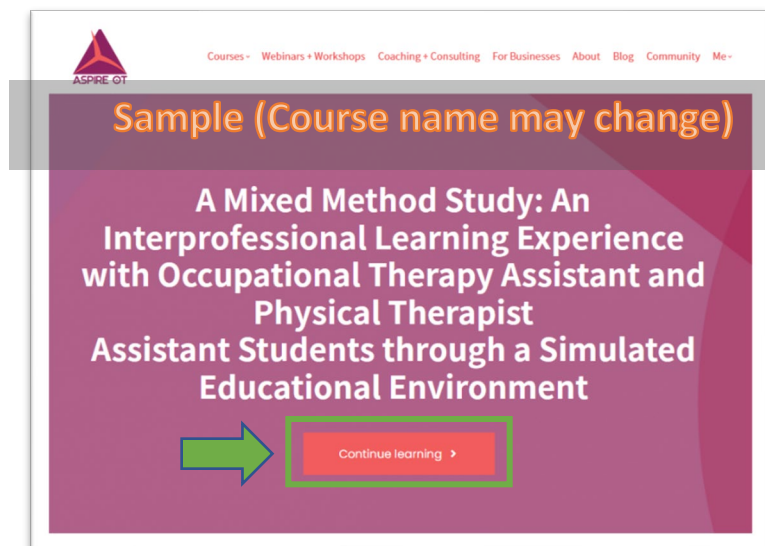


4. Once you are logged in, the webpage will show you all the courses you are currently registered for. These are in alphabetical order. Locate the course then click “Continue learning” for that course. You can see it highlighted in orange in the example on the right.

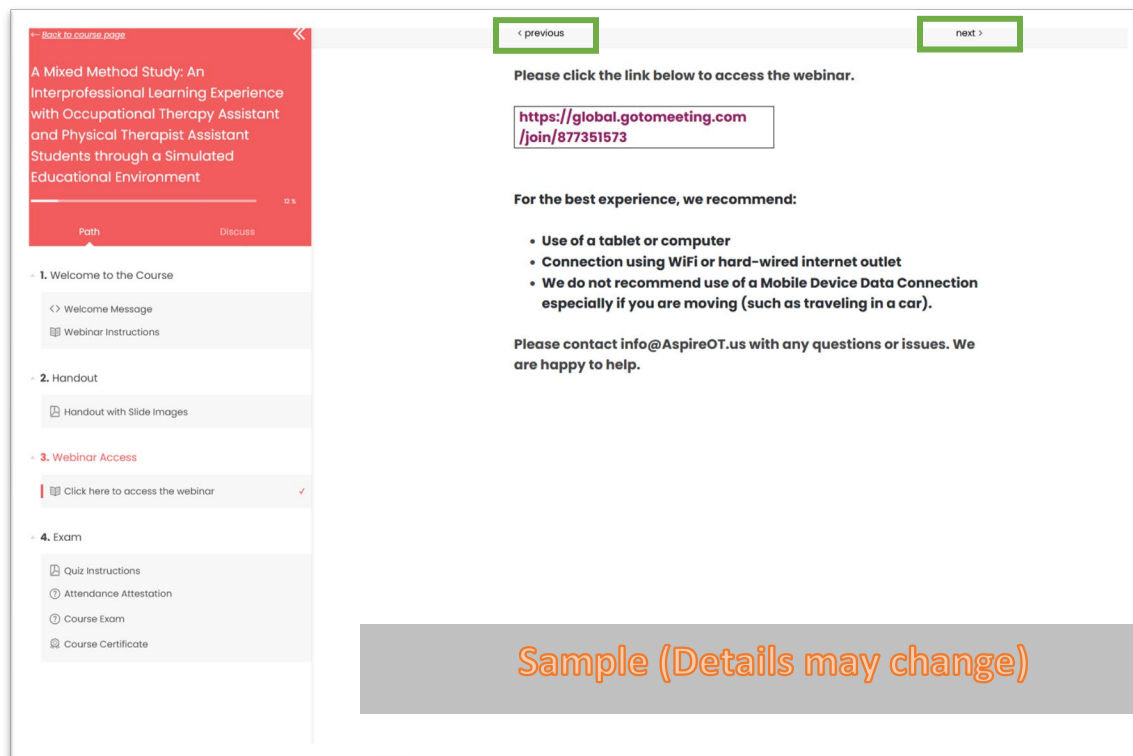
If you do not see any courses, scroll down to find them.



5. You will now be back at the course webpage, but it will say “Continue learning” beneath the title. Click on that button (highlighted in green to the right).



6. You are now within the course where all the items for the course are. You can find any handouts, videos, links for a live webinar, quiz, and certificate here.



7. You can use the previous and next icons at the top to move through the course. These are highlighted in green above.
8. If you are viewing a recorded presentation, please know that each video must be viewed in its entirety at normal player speed or the course will not advance.

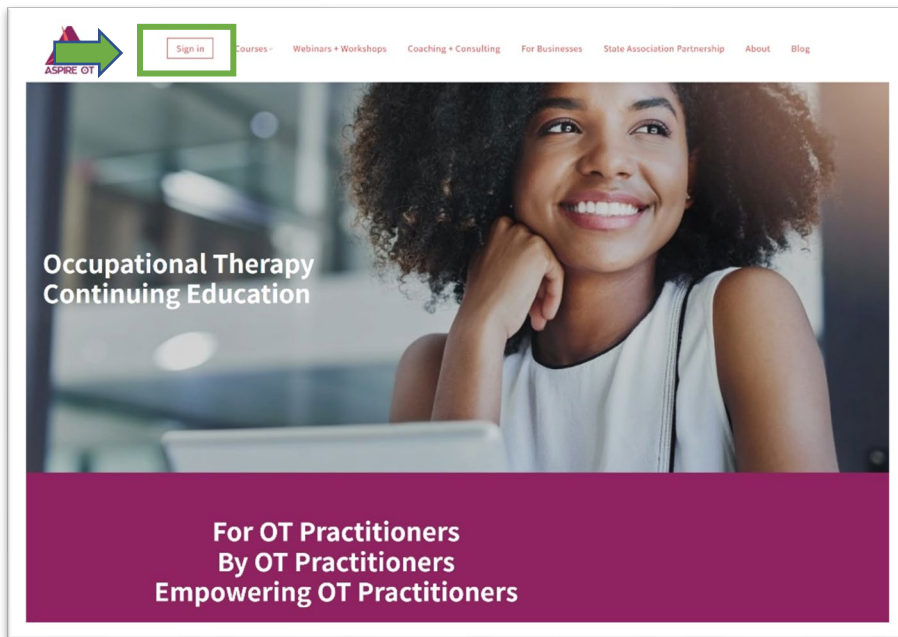


Aspire OT loves to help. If you have any questions or issues, please email us at [info@AspireOT.us](mailto:info@AspireOT.us).

## [Finding Certificates you have Earned](#)

Once you complete a course and earn a certificate, your certificate will always be available to you through your account. Here is how to access the certificates.

1. Visit [www.AspireOTed.com](http://www.AspireOTed.com)



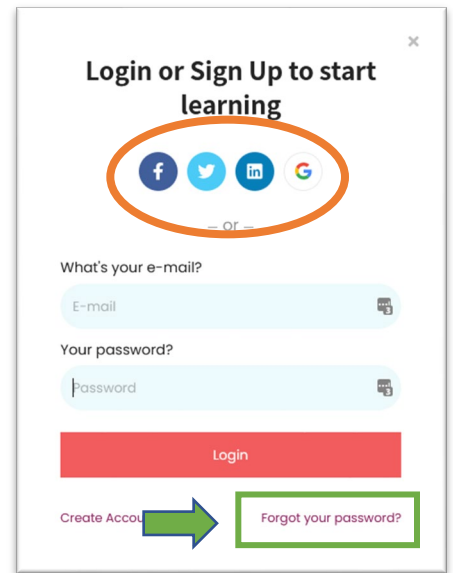
2. Click on the “Sign In” button found in the upper left-hand corner (highlighted in green in the example to the left).

Having trouble finding the “Sign In”? If you are on a tablet or phone, try turning it side-ways or click on the three-line symbol (shown below) to reveal “Sign In”.



3. You will now enter in your email and password. The email must be the original email you created your Aspire OT account with. If you forget your password, use the “Forgot your password” option (highlighted in green in the picture on the right).

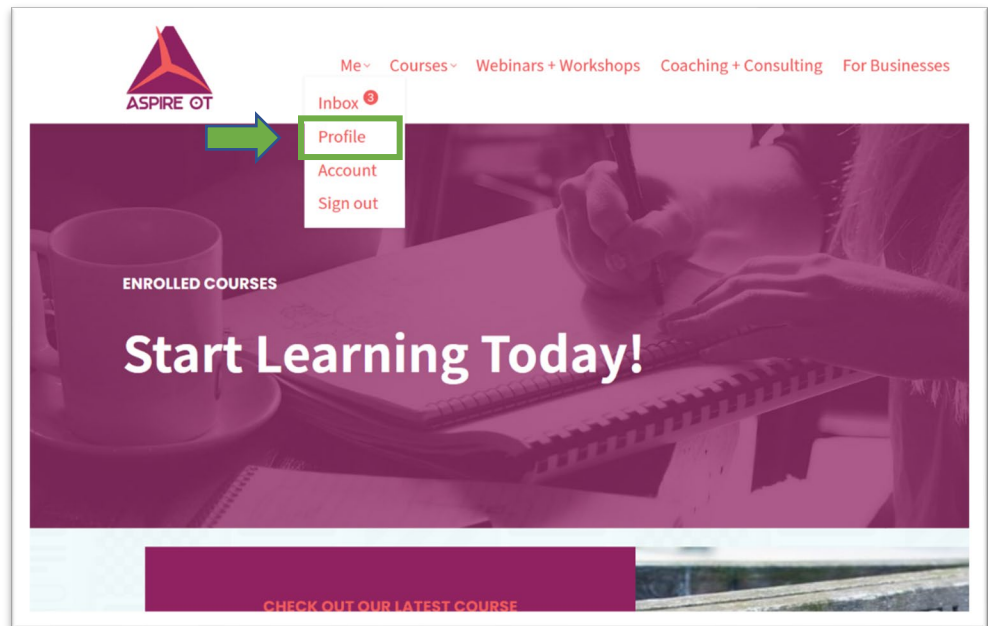
If you used one of the social media or Google buttons (circled in orange on the right) to originally create your account, you will need to use that button to sign in. It will not recognize your email address if you do type it in the space provided. You must use the button instead.



4. Once you are logged in, the webpage will show all the courses you are currently registered for. You want to navigate to the “Profile” part of your account.

Locate the “Me” in the upper left corner and hover your mouse over it.

This will reveal a dropdown menu. Click on “Profile”.



5. This will take you to your profile page where you will see your certificates and the courses you are currently enrolled in. You can click on the PDF icon to download the certificate (highlighted in green below).

The screenshot displays the Aspire OT user interface. At the top left is the Aspire OT logo. The top navigation bar includes links for 'Me', 'Courses', 'Webinars + Workshops', 'Coaching + Consulting', 'For Businesses', 'State Association Partnership', and 'Abo'. The main profile section features a dark purple background with statistics: 30 COURSES, 136 HOURS, a profile picture of N. Rowe, 1 POSTS, and 2 ACHIEVEMENTS. Below the profile picture is an 'edit' button and a location pin icon with the text 'This is a test'. A navigation bar at the bottom has 'About' and 'Activity' tabs. A green arrow points from the 'About' tab to the 'ACHIEVEMENTS' section. Under 'ACHIEVEMENTS', there are two items: 'Cultural Humility & Responsiveness in Occupational Therapy' and 'Hair as an ADL'. Each item has a trophy icon and a PDF icon with a download arrow. The PDF icon for 'Cultural Humility & Responsiveness in Occupational Therapy' is highlighted with a green border.

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