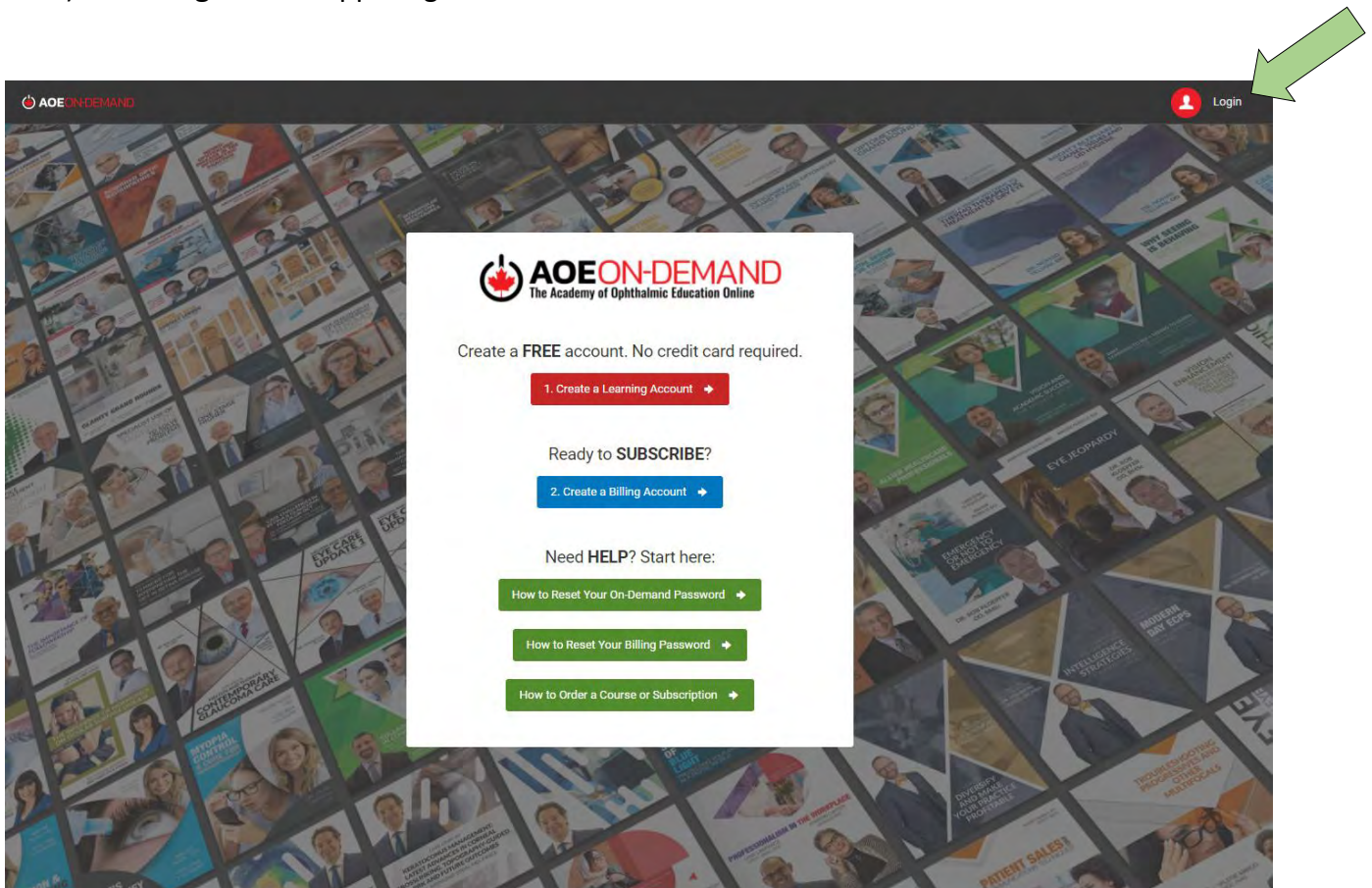


AOE On-Demand Create Account Instructions


AOE On-Demand is AOE's web-based online learning system used to complete courses 24/7, where and when you want. This is different than your billing account, used to manage your payments.

STEP 1: Verify Your Email

- a) Please have your email client open on your computer/phone.
- b) Please visit <https://aoece.online> in your browser
- c) Click **Login** in the upper right corner



d) When the page loads, you will see the form. Click **Sign Up Now**



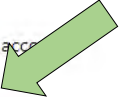
Sign in with your existing account

Email Address

Password [Forgot your password?](#)

OR

Don't have an account? [Sign up now](#)



e) You will then see this sign up form →

f) Enter your **Email Address**

g) Click **Send Verification Code**

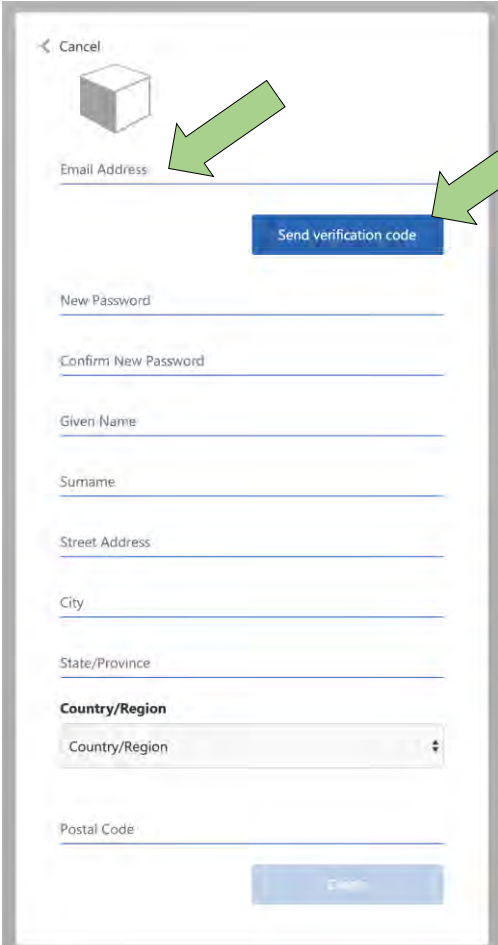
This will send a special code to your email address to confirm that you own it.

PLEASE NOTE

The email containing the code may take a few minutes to arrive depending on your email Provider.

TIPS

- Please do not click “Resend Code”
- Check your SPAM folder if you don't see it After 10 minutes.

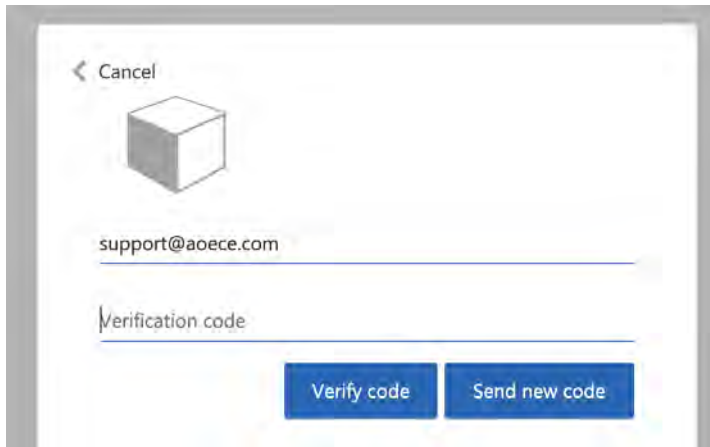


← Cancel

Country/Region

Need additional help? Contact us at support@aoece.com

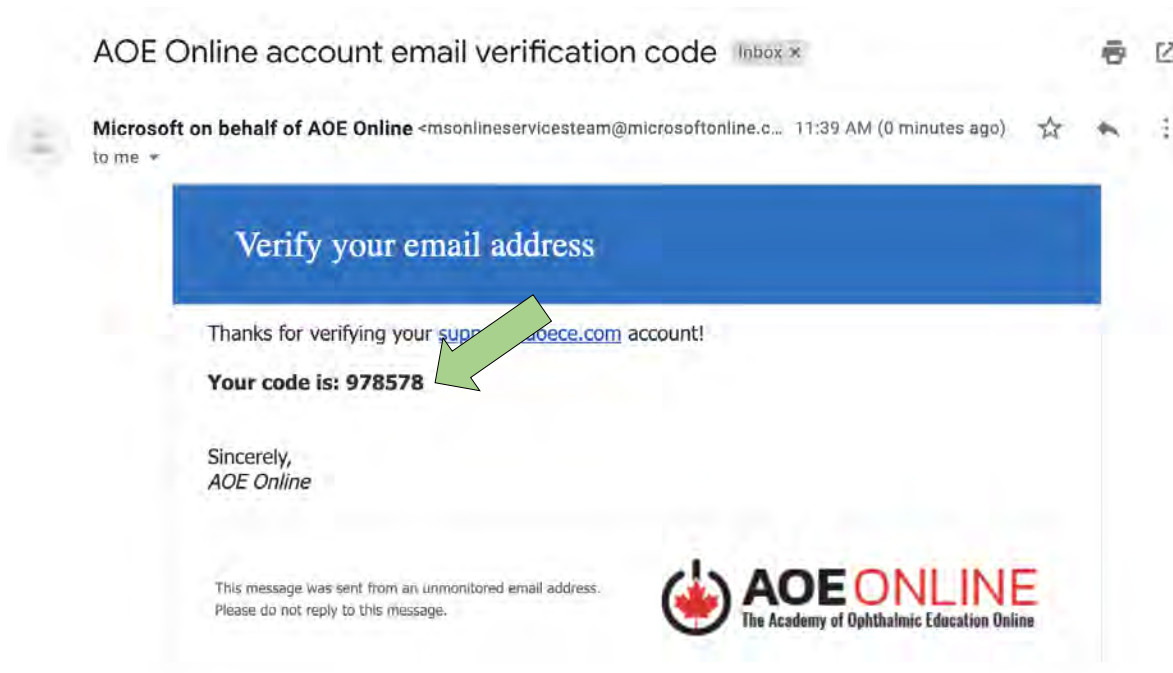
h) After you click 'Send verification code', the form will change to look like this:



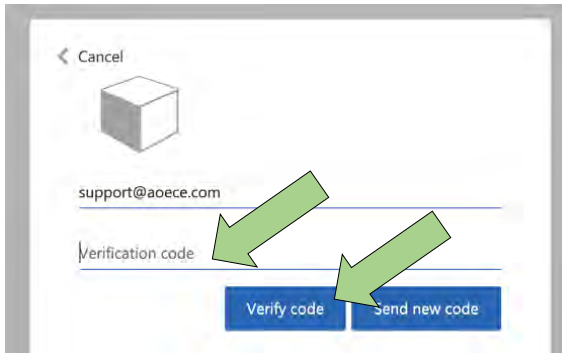
A screenshot of a mobile application verification form. At the top left, there is a back arrow and the word "Cancel". Below that is a 3D cube icon. The form contains two input fields: the first is labeled "support@aoece.com" and the second is labeled "Verification code". At the bottom of the form are two blue buttons: "Verify code" and "Send new code".

i) Do **NOT** click **Send new code**.

j) Leave that form open and go to your email. In your email, you will receive an email that looks like the following:



- k) Go back to the form on AOE Online type in that **code number** into the field called **Verification code**. Then click **Verify Code**.



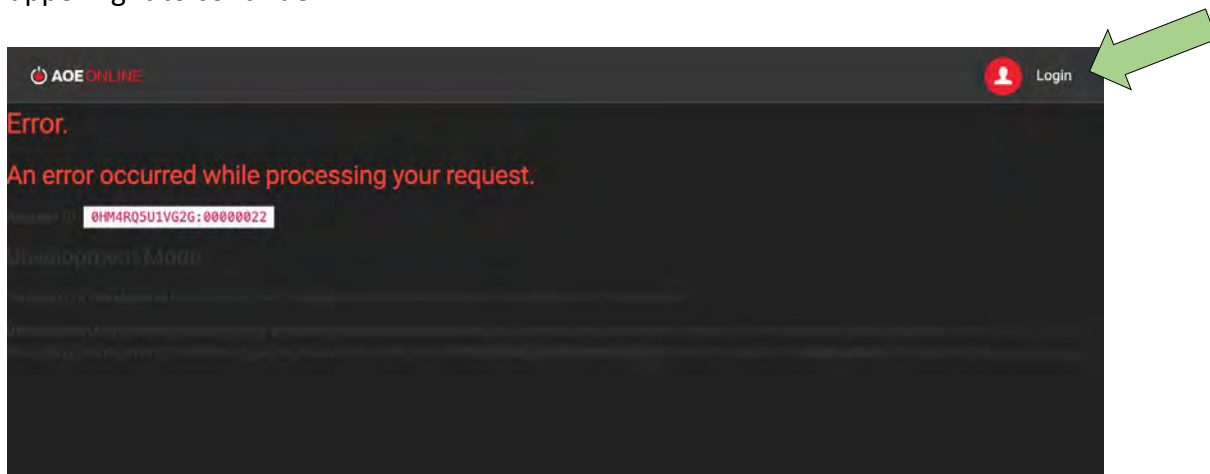
- l) Click **Verify Code** and you will know the code was accepted when it changes to this:
a. **DO NOT CLICK "Change e-mail"**



- m) Complete the rest of the form and click **Create**

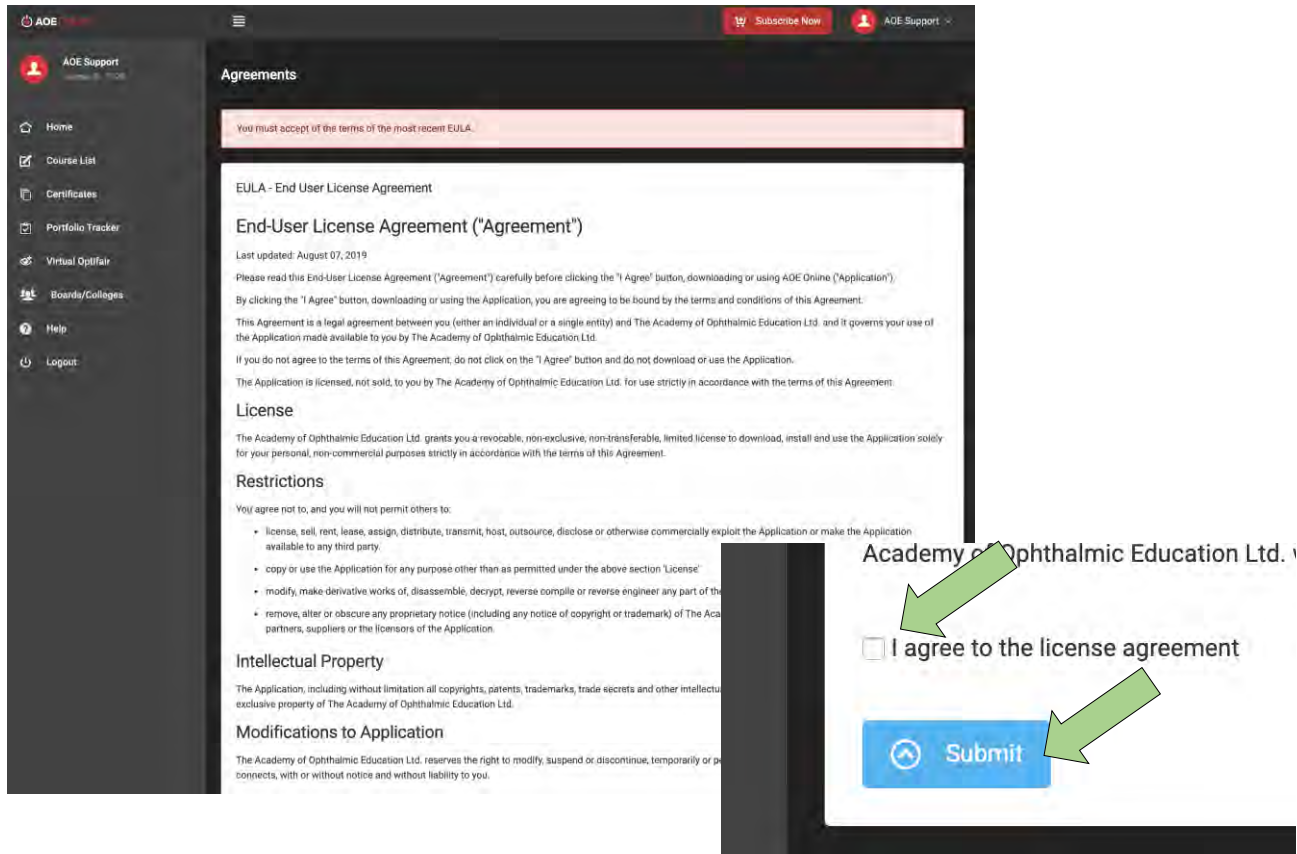
POSSIBLE ERROR

In some rare situations, the system might show the following error. If this happens, click **"Login"** in the upper right to continue.



STEP 2: Set up your profile

- Once you have created an account, you can **login to AOE On-Demand**.
- You will be asked to agree the End-User License Agreement (EULA). You can click **I agree to the license agreement** at the bottom and click **Submit**



After you accept the EULA. You will be asked to indicate which province you practice in.

Whether you are an Optometrist, Optician or Assistant, Student or none of these, **you will need to select a location under a profession**. This allows AOE On-Demand to display the correct courses to you.

Need additional help? Contact us at support@aoece.com

The screenshot displays three registration panels at the top: 'Optometry Practising ODs' (red header), 'Opticianry/Assistants' (teal header), and 'University/College Student' (blue header). Each panel contains a 'Please select your location' dropdown menu and a green 'ADD' button. Green arrows point to the dropdown menus and 'ADD' buttons in each panel. Below these is the 'OE Tracker (Optional)' section, which includes an 'ARBO' logo, a text input field containing '565789', and a green 'SAVE' button. Green arrows point to the input field and the 'SAVE' button. At the bottom is the 'Your Boards/Colleges' section, which contains instructions and a table. The table has two columns: 'Board/College' and 'ID'. The first row shows '(Ontario) College of Optometrists of Ontario' and 'C-3029'. To the right of the table are 'UPDATE' and 'DELETE' buttons. Green arrows point to the 'ID' field and the 'UPDATE' button.

- c) If you are an Optometrists, Optician or Active Student of either, select the **appropriate Province/State/School** and click **ADD**. It will be added to your list.
- d) (OPTIONAL) If you have an OE Tracker with ARBO (6 digit number), enter it in the **OE Tracker field** and **click save**. We submit your on-demand course completions at the beginning of each month to ARBO for the previous month.
- e) Under Boards/Colleges, In the **ID field**, add your College/Board ID and click **UPDATE**. This ID will appear on your certificates.
- f) You can now click on **Course List** on the left to view all the available courses.

Still need help? Please contact us at support@aoece.com