

AOE Portal Instructions

Your Education, Your Way. Your AOE Portal!

Click on the table of contents below to jump to that part of the instructions.

Table of Contents

Creating An Account	2
Becoming a Member (Subscribing).....	3
Finding On-Demand Courses.....	4
Taking On-Demand Courses	5
On-Demand Certificates	7
Receipts and Billing.....	8
Using Discount Codes	9
(Coming Soon) Taking a Webinar/Seminar	10
(Coming Soon) My Webinar/Seminar Certificates	11

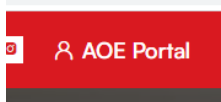
Overview Video

<https://vimeo.com/870085062>



Creating An Account

- On the homepage of the AOE website (www.aoece.com) click on the AOE Portal in the upper right corner. Or go to portal.aoece.com

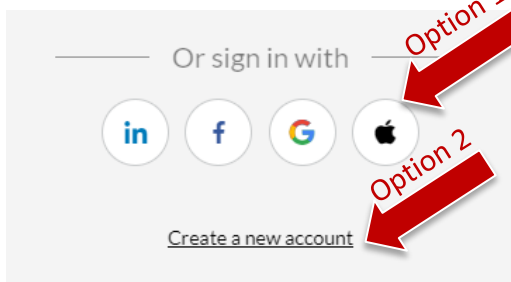


- In the upper right corner of the new portal, click **Sign In**

Sign In

- OPTION 1** – Using your LinkedIn, Facebook, Google or Apple account, click on the appropriate icon.

- In the middle of the page **click on the logo** for the platform you want to use to login with.



- You will then need to **select your account** and **agree to the terms**. Complete the form:

Thanks for signing up!

Just a few more things to add before getting started.

OE Tracker

College/Board/Student ID (required)

Additional College/Board/Student ID

☐ I have read and agree to the [Terms of Use](#) and [Customer Privacy Policy](#).

Sign up with Google

- [Optional]* If you are an Optometrist and have an **OE Tracker**, please enter it.

- [Required]** Please **enter your ID** for you board/college/school. This will appear on your certificates and is often needed to submit your CE (or assignments for school)
- [OPTIONAL]* If you belong to a second college/board, you can enter your ID there.
- Agree to the Terms of Use and Customer Privacy Policy.
- Click Sign Up

- OPTION 2** – Using your email. Click **Create a new account**

Create a new account

First Name Last Name

Email

Password

OE Tracker

College/Board/Student ID (required)

Additional College/Board/Student ID

☐ I have read and agree to the [Terms of Use](#) and [Customer Privacy Policy](#).

Sign up

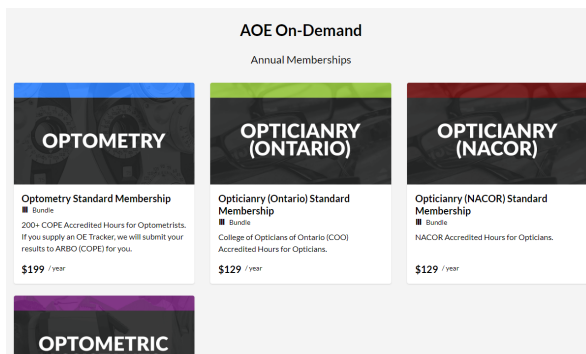
- Enter you **First Name, Last Name, Email** and **Password**
- [Optional]* If you are an Optometrist and have an **OE Tracker**, please enter it.
- [Required]** Please **enter your ID** for you board/college/school. This will appear on your certificates and is often needed to submit your CE (or assignments for school)
- [OPTIONAL]* If you belong to a second college/board, you can enter your ID there.
- Agree to the Terms of Use and Customer Privacy Policy.
- Click Sign Up

Becoming a Member (Subscribing)

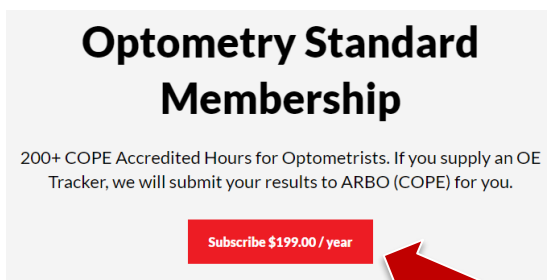
- On the homepage of the AOE website (www.aoece.com) click on the AOE Portal in the upper right corner. Or go to portal.aoece.com



- In the upper right corner of the new portal, click **Sign In**
Sign In
- Complete the sign in.** If you haven't created an account yes, please follow our instructions to create your account.
- At the top of the page (or in the fly out menu on mobile), click on **Subscribe**. You can also go directly to: <https://portal.aoece.com/pages/on-demand>



- Click on the membership you need (Optometry, Opticianry Ontario, Opticianry NACOR or others...)
- In the middle of the page that loads, click on **Subscribe \$XXX.XX / year** (prices depends on your membership). For example, for optometry:



- On the right side of the check out screen, select your **Country** and put in your **Postal/Zip Code** to calculate your applicable taxes.
- Enter your **credit card** information.

Country*
Canada

Postal code*
L9T 4Z7

Select a payment method

Secured

Card

Google Pay

Card number
1234 1234 1234 1234

Expiration
MM / YY

CVC
CVC

By providing your card information, you allow The Academy of Ophthalmic Education to charge your card for future payments in accordance with their terms.

- [OPTIONAL]** If you have a coupon code, on the left side of the check out screen, click on **Have a coupon code**
 - Enter your **COUPON CODE** and click **Apply**
- To complete your purchase click on **Complete Purchase**

Coupon

Apply

Complete purchase

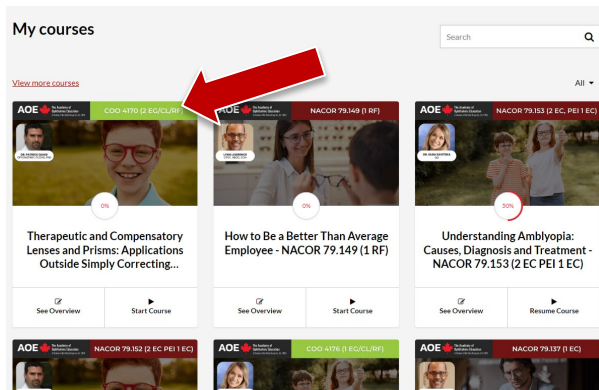
All transactions are secure and encrypted

Finding On-Demand Courses

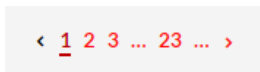
There are multiple ways to find courses that you need or are interested in.

DASHBOARD

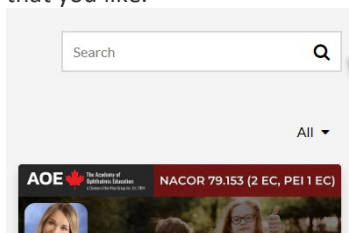
- When you log into the Portal (<https://portal.aoece.com/>) You will be brought to your **Dashboard**. These will show the courses you have access to:



- There courses are divided into pages and you can use the numbers and < > to move through the catalogue



- Another way is to use the **Search** bar on the Dashboard page. You can search for topics or speakers that you like.

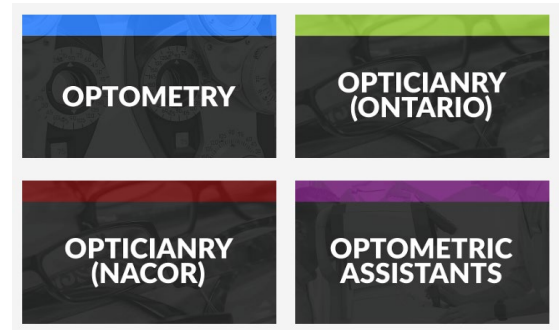


CATEGORIES

The other and more common way to find courses is by their category.

- Click on **Course Catalogues** at the top (or in the menu)

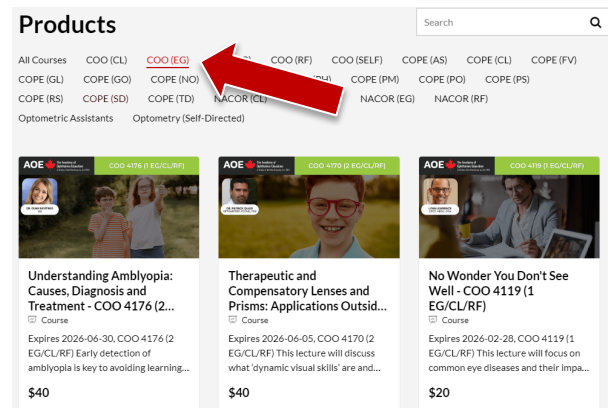
- Select the **Catalogue** that applies to you



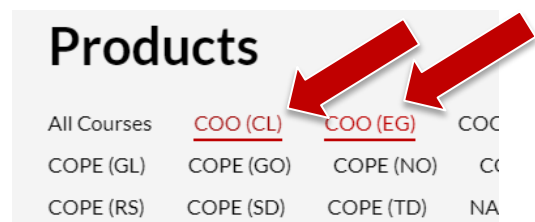
- Select the **Category** that you need / are interested in



- The courses now listed will be the ones in the category you selected:



- You can also quickly change the category by clicking on the **Short Code** for that catalogue/category.



Taking On-Demand Courses

There are two ways to find a course.

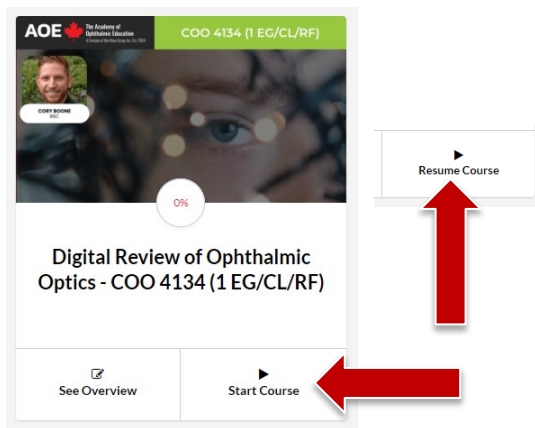
From the **Catalogue**

1. If you found the course through the course catalogue, once you click on the course, you will need to click on **Resume Course** (assuming you own the course or have access to it via your membership)



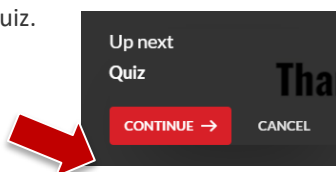
From the **Dashboard**

1. Once you see the course you are looking for, you can either click **Start Course** or **Resume Course**

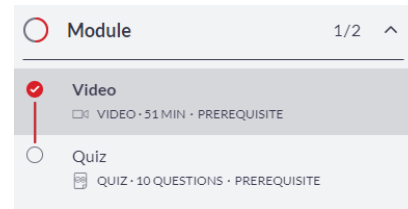


Completing the Course

1. The video will automatically play from where you left off (or from the start if it's a new course).
 - a. You can mouse over and **Pause** the video but you cannot move around within the video.
 - b. You need to watch the **video until the end**.
2. Below the video is the following:
 - a. Description of the course
 - b. Downloadable slides
 - c. **Downloadable Quiz Questions**
3. When the video is complete, click **Continue** to move onto the quiz.



4. On the left side of the video is the parts of the course that you need to complete. Usually this is one video and one quiz.



5. When you are done the video, you move onto the quiz. When you select an answer and click **CONFIRM**, it will tell you if it is correct or not:

QUESTION 1 OF 10

What is the definition of refraction?

Choose only ONE best answer.

A	Light bouncing off of a material to come back the way it came
B	The diameter of a lens divided by its focal length
C	The bending of light as it goes from one material to another
D	A way to describe how much light is absorbed in a material

This answer is incorrect.

NEXT

6. If you don't pass the quiz, it will show you what answers you did or did get correct and you can click **Retake Quiz** to immediately try again

You need 70% to pass

RETAKE QUIZ

You answered 2 out of 10 questions correctly

1. What is the definition of refraction?	✗
2. When does total internal reflection happen inside of a piece of glass?	✗
3. What happens inside the eyes of someone with myopia?	✓

(Instructions continued on next page)

7. Once you have passed the quiz, click on **Continue**

Good job!
You passed this quiz with a score of

100%


You need 70% to pass

CONTINUE →

8. In the upper right corner of the page, you can now click on **Get Your Certificate**

**Digital Review of
Ophthalmic Optics - COO
4134 (1 EG/CL/RF)**

100% complete

 **GET YOUR CERTIFICATE**

9. That will bring you to the Certificate page. You can click **Download PDF** at the bottom to save your certificate.

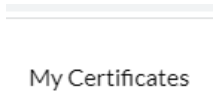
Copy Link

Download PDF

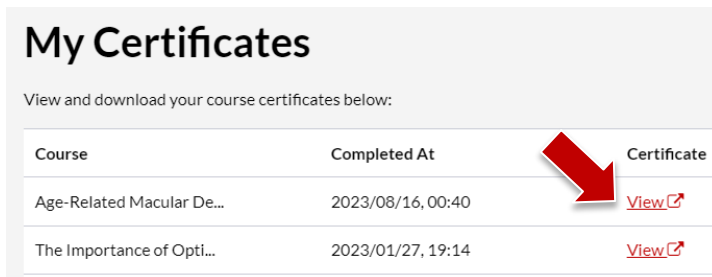
On-Demand Certificates

After you complete a course, you have a chance to get the certificate. However, all your certificates are accessible on the portal. To see a list of your certificates:

1. Click on **My Certificates** at the top of the top (or on the mobile fly out menu)



2. You will be brought to a page that looks like the following. Click on **View** beside that course to see the certificate for that course. icon



3. A new page/tab will open with an online version of your certificate similar to this:



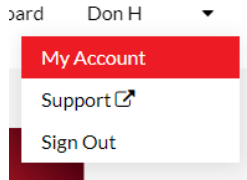
4. To save a PDF version for yourself, Click **Download PDF** below the certificate



5. A PDF version of your certificate will be downloaded to your device.

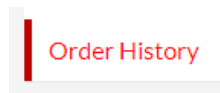
Receipts and Billing

- To find your receipts as well as update billing information, **click on your name** in the upper right and click on **My Account**



RECEIPTS

- For receipts of your purchases, click on **Order History** on the left.



- Click on the **order number** that you are looking for

Order History	
Order #	Date
ORD001007	10/01/2023
ORD001001	01/27/2023
ORD001000	01/27/2023

- The order details are show on the screen. Click **Print Receipt** to and then **Save as PDF**

Order details

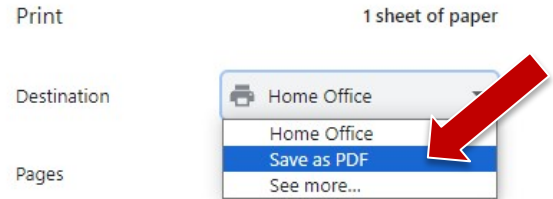
Order number	Total amount
ORD001007	\$0.00 CAD
Order status	Payment method
Complete	No Charge
Order date	Card
10/01/2023	N/A

Payment details

Date	Product	Type	Expires	Quantity	Amount	Tax	Total
10/01/2023	Optometry Standard Membership	Subscription		1	\$199.00	\$0.00	\$0.00
	renews every year						
	Coupon: Checkout Testing					-\$199.00	
Total Amount							\$0.00 CAD

Print Receipt

- In the windows the pops up, you can choose **"Save as PDF"** from the drop down.



BILLING

- To access your credit card information or subscriptions, click on **Billing**



- The Billing page has 3 sections:

Billing

Your Credit Card

You do not have a stored credit card.

Subscriptions

You do not have any subscriptions.

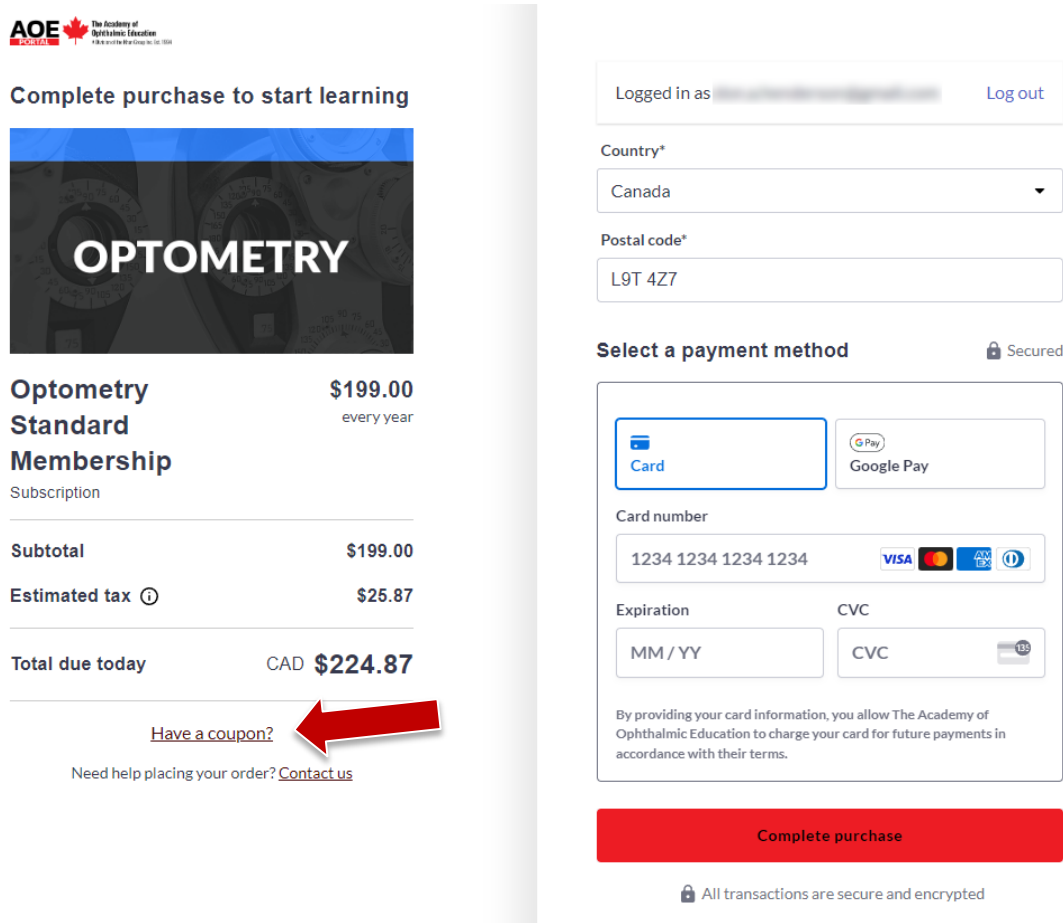
Payment Plans

You do not have any payment plans.

- Under **Your Credit Card**, you can remove or update your credit card information.
- Under **Subscription**, you can cancel your membership so it does not renew.
- Generally AOE doesn't use the payment plans.

Using Discount Codes

- Once you have selected a course to purchase or a membership to subscribe to. You will be on the check out page. Eg.



Complete purchase to start learning

OPTOMETRY

Optometry Standard Membership
Subscription

\$199.00
every year

Subtotal \$199.00

Estimated tax \$25.87

Total due today CAD **\$224.87**


[Have a coupon?](#)

Need help placing your order? [Contact us](#)


Logged in as [username] [Log out](#)


Country*
Canada

Postal code*
L9T 4Z7

Select a payment method  Secured


Card **Google Pay**

Card number
1234 1234 1234 1234 

Expiration CVC
MM / YY CVC 

By providing your card information, you allow The Academy of Ophthalmic Education to charge your card for future payments in accordance with their terms.

Complete purchase

 All transactions are secure and encrypted

- At the bottom on the left side, click on **Have a Coupon**

[Have a coupon?](#)

Need help placing your order? [Contact us](#)

- Enter your COUPON CODE and click **Apply**

Coupon

Apply

- Your final total will be updated and you can complete your purchase.

(Coming Soon) Taking a Webinar/Seminar

1. Available on the Portal in 2024

(Coming Soon) Webinar/Seminar Certificates

1. Available on the Portal in 2024