

## Creating your Ideas Account

**Step 1:** You must have an existing AELS account. This is automatically created whenever you pay for your first AELS Background check. To check and see if you have an AELS account follow the instructions below.

- Go to: <https://aels.ade.arkansas.gov/AELS/Default.aspx>
- Click: AELS Public Site to locate your Case I.D.
- Enter the last four of your SSN and your Last name.
- If you have an AELS account you will see your name come up, click SELECT
- Top left corner you will see "Arkansas Educator Licensure System" and underneath it will be a Case I.D.
- You will **NOT** need to enter the Case I.D. anywhere, it just needs to exist before you can create your IDEAS account.
- If you do not have an AELS account please go to CRC's Resource page and follow the steps for your AELS Background Check

**Step 2:** Create your Arkansas IDEAS Account

- Go to: <https://ideaslms.aetn.org/>
- Click "Create New Account"
- Follow the prompts to create your account
- Make sure that you add Crowley's Ridge College as your EPP
- If you have any difficulty creating your account please contact the Arkansas Ideas Help Desk email: [ideas@myarkansaspbs.org](mailto:ideas@myarkansaspbs.org) (The help desk is very helpful and quick to respond)
- Site Navigation - AR IDEAS has several handy user guides here:  
<https://ideaslms.aetn.org/course/view.php?name=HelpPage>