

ALA Instructor Portal - How To

Step 1: You will be added as a user to our ALA Trainer portal. You will receive an invitation email with instructions to set your password.

Step 2: Head to <https://agileleadershipacademy.com/instructor-portal/> and use your log in credentials to access the portal.

Instructor Portal

Sorry, you are not authorized to view this page

Please sign in using your account credentials, or contact the site administrator for assistance.

Username or Email Address

Password

Remember Me

Log In

Step 3: Fill in required information:

- Course Date
- Course Location (In-Person or Live Online)

ADD COURSE INFORMATION

Course Trainer: *maggie.spivey*

Course Date:

Course Location:

Step 4: Upload student information (either manually or with a CSV) including First Name, Last Name, Email Address

- If uploading manually, add information for each student and then select + Add Another Student
- After adding all students or uploading CSV, select submit

ADD STUDENT INFORMATION

Bulk Upload: No file chosen

Import must be a .csv file with the following format for each row:
firstname,lastname,email@address.com

Or, Add Students Manually:

First Name:

Last Name:

Email:

Step 5: The portal will then take you to a payment page. The certification fee for each attendee you upload is \$75. Input the following information and submit payment.

- Contact Information
 - Phone Number
 - Email for receipt
 - First Name and Last Name
- Payment Information
 - Card Number
 - Expiration Date
 - CVV

CONTACT

+1 United States ★

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★ ★

PAYMENT 

All transactions are secure and encrypted

Credit Card 

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★ ★

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Step 6: The students you upload for certification will then receive an email from Certifier.co with their ALA-CVP badge and certificate of completion.