Accessing Trainings in DSEA’s Online Learning Portal

1. To enroll in courses, you must register in the portal. To access the portal, go to: https://dseaportal.learnupon.com

2. You will see the screen below.

   --If you have never accessed the portal, click on “Register now” and complete the registration process. You will receive an email with confirmation instructions.
   --If you have accessed the portal, but are having issues logging in, email dseaportalhelp@dsea.org.

3. Once you have logged in, you will see your Dashboard. You will see any courses you have enrolled in on this screen. Everyone must complete the “Mandatory Course for Portal Enrollment” before beginning any other courses.
You can browse available courses, or search for a specific course (e.g. Power Up!, Association Representative Training, etc.) by using the Catalog tab at the top of the screen or by clicking “catalog” under your completed message.

4. The catalog will display courses like the image below. You can also scroll through the images displayed, or begin a course by clicking on the enroll button or the image.

5. If you have any questions or issues, contact Kathy Dulis, Director of Professional and Leadership Development at kathy.dulis@dsea.org OR via the Portal Help at dseaportalhelp@dsea.org.

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