

## Creating Your Account

The Appraiser Continuing Education Database (ACED) is the web-based Department of Revenue database that allows you to track and manage your continuing education progress.

### Before you get started

Please make sure you have Google Chrome installed as your browser. ACED will not work in Internet Explorer, Safari, or Mozilla Firefox.

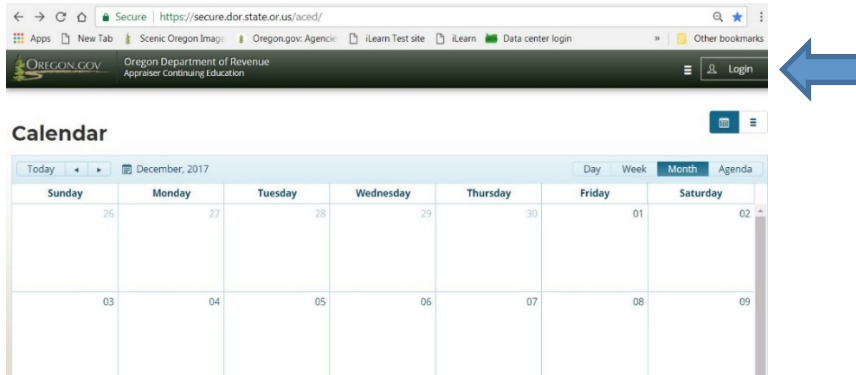
### Setting up your account

**Step 1:** Copy and paste the link below into the Google Chrome browser. Be sure to bookmark the link for easy access in the future.

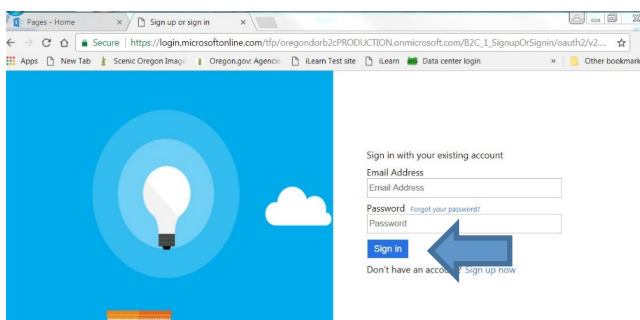
<https://secure.dor.state.or.us/aced/>

This will take you to the home screen, which shows the department's training calendar and allows users to register for classes without creating an account.

**Step 2:** Click on the **Login** button in the upper right-hand corner of the screen.

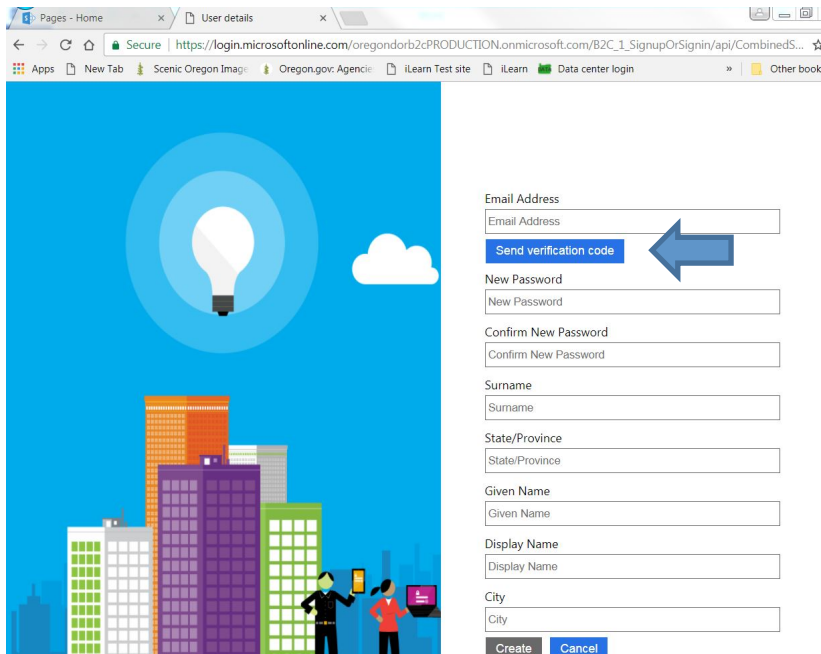


**Step 3:** On the sign-in screen, click on **Sign up now**.



**Step 4:** If you work for a county or the department enter your work email address. Otherwise, enter the email address you wish to use for your account.

Enter your email address and click **Send verification code**. A verification code will be sent to your email.



Pages - Home x User details x

Secure | https://login.microsoftonline.com/oregondorb2cPRODUCTION.onmicrosoft.com/B2C\_1\_SignupOrSignIn/api/CombinedS...

Apps New Tab Scenic Oregon Imag Oregon.gov: Agenci iLearn Test site iLearn Data center login Other book

Email Address  
Email Address

**Send verification code**

New Password  
New Password

Confirm New Password  
Confirm New Password

Surname  
Surname

State/Province  
State/Province

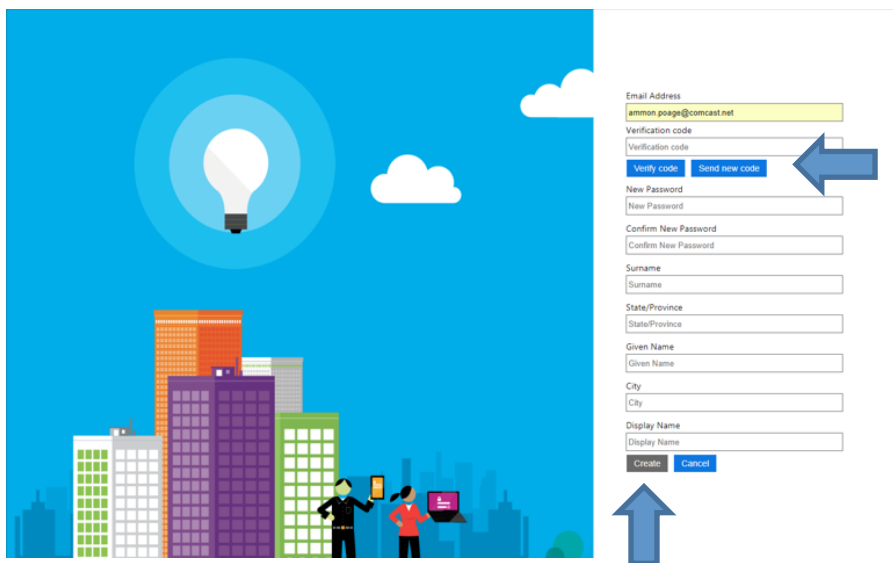
Given Name  
Given Name

Display Name  
Display Name

City  
City

Create Cancel

**Step 5:** Once you receive your verification code, enter it and click on **Verify Code**. Complete the rest of the information on the screen, then click **Create**.



Email Address  
ammon poage@comcast.net

Verification code  
Verification code

**Verify code** **Send new code**

New Password  
New Password

Confirm New Password  
Confirm New Password

Surname  
Surname

State/Province  
State/Province

Given Name  
Given Name

City  
City

Display Name  
Display Name

Create Cancel

*Note: For "Surname," enter your last name and for "Given Name" enter your first name.*

**Step 6:** Please email [continuing.education@oregon.gov](mailto:continuing.education@oregon.gov) and let them know you've set up your account. Department staff will then activate your account.

Allow ACED 20 minutes to set up your account before logging in.