



Create and Delete Client Records in GWAEA Media Center Catalog System

If a staff member is moving to a different building within your district, contact Media Center Customer Service (319-399-6754) and they will be happy to help you. This way the staff person will be able to keep the same client code and password.

1. Go to the following link to access the page to make updates:
<http://media2.aea10.k12.ia.us:33040/teacher>
2. Enter the user name. Note: The user name is the building's LCode, not your personal client number. If you do not know what the LCode is please contact Dianna Geers (319-399-6481) or Media Center Customer Service (319-399-6754).
3. Enter the password - aea10. Note: Although you may change the password, it is recommended that you leave it set at aea10.
4. Follow the instructions that are listed at the top of the page.