

## Welcome to Academy of Learning, Here is your Login Info:

Your central starting point will be the Student Success Portal.

In order to access your Student Success Portal for the first time, you will need to activate your new my-aolcc.com Microsoft 365 account. Please check your personal email for "my-aolcc.com" and make a note of the temporary password. Use the Mail app on your lab or personal computer to activate the account and create a new password. We recommend:

### Logging into Lab computer.

USERNAME

**\*\*Skip this step if working from home\*\***

Ensure the Computer, Monitor, Keyboard and Mouse are all turned on.

At the Welcome screen, click anywhere on the screen to bring up the login screen.

Enter your Lab Computer username and password then press the [ENTER] key on the keyboard.

PASSWORD

### Student Success Portal (SSP)

USERNAME

Click on the start button.

Type **my.aolcc.com** and hit Enter

On the student success portal login page, enter your username and password and hit Enter

Click on the Attendance Tracker link

Your username and password are prefilled, so click sign in. A timer will start. You can click myAOLCC to log into the my AOLCC Learning Hub Directly.

To sign out, come back to this page and sign out.

PASSWORD

### Online Course Access (myAOLCC)

Following the above directions, once signed into the attendance tracker, click the myAOLCC button to sign directly into the myAOLCC Learning Hub

### Typing Trainer

USERNAME

Click on the start button.

If you are at the campus, click on "Connect to Typing Trainer" - Otherwise, click on "Typing Trainer"

NOTE: When working from home, Typing Trainer needs to be setup by the campus. Please call us.

PASSWORD