

Welcome to Academy of Learning,

Activating your Learning Hub Account

In order to access your myAOLCC Learning Hub account, you will need to activate your new my-aolcc.com email address.

To do this, please access your personal email:

Do a search in your inbox for "my-aolcc.com"

And follow the prompts to 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

Attendance Tracker

USERNAME

Note: you are responsible for logging your attendance.

We recommend writing down your attendance in case of issues.

Click on the start button.

Type **s.aolccbc.com/att** and hit Enter

On the attendance tracker page, enter your username and password and hit Enter

In the Dropdown list, select the course you are working on and click "Sign In".

NOTE: To sign out, follow steps 1-5, but click "Sign Out" instead

Close this tab by clicking the **X** or using the keyboard shortcut **Ctrl + W**

PASSWORD

Online Course Access (myAOLCC)

USERNAME

Click on the start button.

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

Log in using your Learning Hub Credentials and hit Enter

If prompted, save your username and password to make logging into the learning hub quicker.

If a course was just activated for you, you will see a notification at the top of the page.

Please click "ACCEPT".

NOTE: If you "DECLINE" a course, there will be a delay in getting the course added to your account. Please contact your facilitator if you do this.

PASSWORD

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