# Welcome to Academy of Learning,

# To begin your academic journey, it is essential to activate your different accounts. The following instructions will assist you in completing this process. Your usernames and passwords are also on the next page for easy reference.

# Lab computer

1. Power on your computer, monitor, keyboard, and mouse.
2. Once the Welcome screen appears, click on any area to access the login screen.
3. Input your Lab Computer username (ending with aolccbc.com) and password, and then hit the [ENTER] key to proceed.

# Attendance tracker

1. Click the Start button and type in "s.aolccbc.com/att", then press the [ENTER] key.
2. Once the Attendance Tracker page loads, enter your username (which is your first name and last name separated by a period) and your password (same as your Lab Computer password).
3. Select the appropriate course by clicking the [Select Course] button.
4. Click on [Log In].
5. To exit, close the browser tab by clicking the ✖ button located on the top right corner of the screen.

# My-AOLCC.com email

1. Click on Microsoft Edge 
2. Type "outlook.com" in the address bar located at the top and hit [ENTER].
3. Enter your my-aolcc.com email address (firstname.lastname@my-aolcc.com).
4. Search for an email that includes the keyword "my-aolcc.com" in your personal email account. Inside this email, you will find a temporary password. Enter this password on the password screen.
5. The next screen will prompt you to create a new password. Type the temporary password that you previously entered into the first box. In the following two fields, enter the same password as your Lab Computer password.
6. The subsequent screen will ask you to create a password reset method. You can either enter your cellphone number or select another method from the bottom if you do not wish to use your phone number.
7. After selecting your preferred password reset method, click "Yes" to stay signed in.
8. If prompted, select the account ending with my-aolcc.com on the next screen.

# MyAOLCC

1. Open your My-AOLCC.com email Inbox and locate the activation email from myAOLCC.
2. Click the activation link included in the email.
3. Set your password (we recommend using the same password you have been using so far).
4. Ensure that your time zone is set to your local time zone. Pacific Time zone is located at the top of the list.
5. When prompted by your browser, select "Yes" or "Save" to save your username and password to your browser for easier login.
6. At the top of the myAOLCC dashboard, you will see invitations to the courses that you are beginning today. Click on the green "Accept" button. Please note that if you click the "Decline" button, you must contact the campus immediately, as we need to send a help desk ticket to have the course re-added to your account. Our support team is located in the Eastern Time Zone, which is 3 hours ahead of us.
7. Watch the orientation video and then put your question mark on your monitor or give us a call for further guidance on your next steps.

# Your Learning Day

This is an outline of what your learning day may look like:

1. If necessary, obtain a parking pass for your car upon arriving at the campus.
2. Clean the lab computer station by wiping down the desk top, mouse, keyboard, and headphones.
3. Log in to the lab computer.
4. Access the Attendance Tracker and log in.
5. For those taking the Keyboard Skill Building Course, spend a maximum of 30 minutes practicing with the Typing Trainer software, utilizing drills and self-tests.
6. Access the myAOLCC learning hub and spend the remaining day working on modules which include videos, online text, hands-on exercises, and seek help from facilitators as needed.

Note: Take frequent breaks and avoid over-exerting yourself with the Keyboard Skill Building Course. If you experience discomfort or pain in your hands, stop immediately and consult a physician if the pain persists.

# Passwords:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | USERNAME | | | | PASSWORD |
| LAB COMPUTER | FirstName | . | LastName | @aolccbc.com | First##### |
| ATTENDANCE TRACKER | FirstName | . | LastName | | First##### |
| myAOLCC (Learning Hub) | FirstName | . | LastName | @my-aolcc.com | First##### |