

Module 1: Gather your log-in information and locate the Assessor button



TASK 1: Gather your log-in information

Make sure you have the following information available:

- Your AlphaRoute mentor **User Name** and **Password**
- Your agency's AlphaRoute **Centre Code** and **Password**
- Your agency's AlphaRoute Placement Tool (APT) **Centre Code** and **Password**

Record all this information in the [My Alpha Route Access](#) document and keep it secure.



User Tip: Know where to go if you have questions about your log-in information

- Refer to [Getting Started with AlphaRoute: Module 1](#) if you have questions about obtaining mentor or agency user names or passwords
- Contact Ian de Souza at 1-800-788-1120 extension 129 or email arsupport@alphaplus.ca if you have questions about your agency's APT **Centre Code** or **Password**.



TASK 2: Go to the AlphaRoute Placement Tool - Assessor button

Step 1: Sign in to the AlphaRoute Registration Centre:

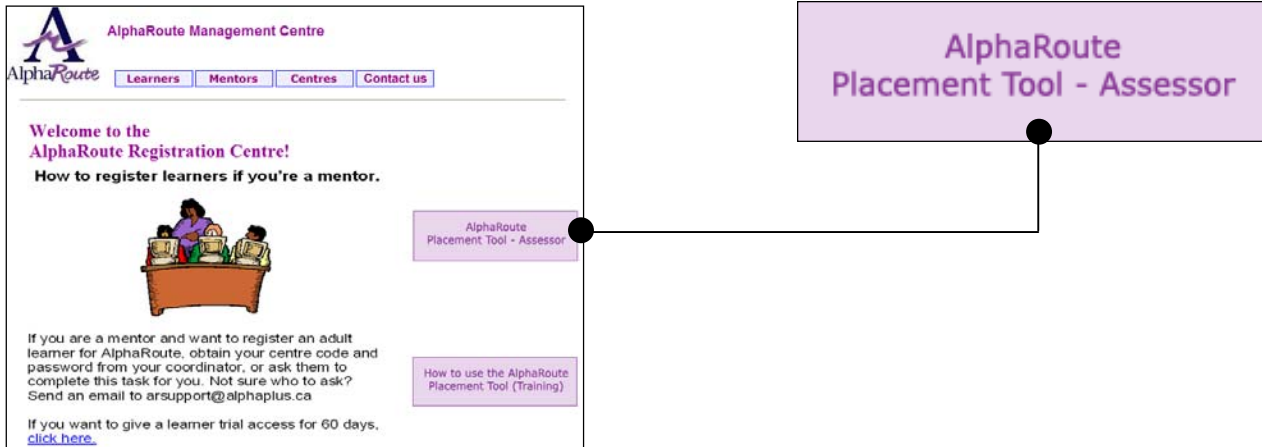
- Go to www.alpharoute.org
- Enter your mentor **User Name** and **Password**
- Click on the **GO** button
- Click on the **Registration Centre** button



AlphaRoute Placement Tool: Gather your log-in information and locate the Assessor button

Step 2: Locate the AlphaRoute Placement Tool - Assessor button:

- The **Assessor** button is on the right-hand side of the **AlphaRoute Registration Centre** screen



Have any questions?

Call Ian de Souza at 1-800-788-1120 extension 129 or email your questions to arsupport@alphaplus.ca.