

Module 1: Gather necessary documentation



TASK 1:

Collect the information you need to register yourself, other mentors, or learners

First-time mentors:

- Obtain your agency's AlphaRoute centre code and password from your program coordinator
- Begin to record your AlphaRoute access information in the [My AlphaRoute Access](#) document
- Proceed to **Module 2: Register mentors**
- Contact Ian de Souza at 1-800-788-1120, extension 129 or email arsupport@alphaplus.ca if you need information about centre codes and passwords for AlphaRoute

Volunteers:

- Ask your program coordinator to register you as an AlphaRoute mentor and your learner(s) as users
- Begin to record your AlphaRoute access information in the [My AlphaRoute Access](#) document
- If your program coordinator has already registered you and your learners in AlphaRoute, proceed to **Module 4: Get to know the AlphaRoute site** now

Registered mentors:

- If your program coordinator has already registered you and your learners in AlphaRoute, proceed to **Module 4: Get to know the AlphaRoute site** now



Have questions?

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



Tech Tip:
Find this and other websites quickly by using “Favorites”

Here's how to do this using Internet Explorer. Try it now for practice:

- Open Internet Explorer
- Visit www.resources.alpharoute.org
- Select **Favorites** from the top menu bar
- Click on **Add to Favorites**
- In the **Add Favorite** dialog box, **AlphaRoute Resources** appears in the **Name** box
- Click **OK**

When you use the **Favorites** feature to return to a Web page, you don't need to type the page's URL in the **Address** bar:

- Click on **Favorites** in the top menu bar
- Click on **AlphaRoute Resources** in the **Favorites** list, and Internet Explorer will take you directly to that page

As you get used to using **Favorites**, try clicking on **Organize Favorites** and creating some folders where you can store similar Web sites together.

For example, you could create a folder called **online learning** and use it to keep all your AlphaRoute links together.