

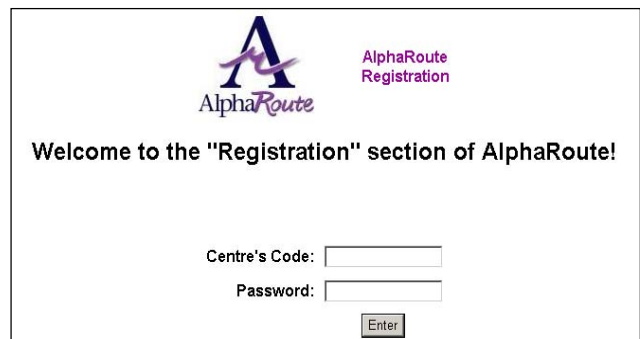
Module 2: Register mentors

Go to
www.resources.alpharoute.org



TASK 1: Sign in to the AlphaRoute Registration Centre

- Under **Register**, click on **GO**
- Enter your agency **Centre's Code** and **Password**
- Click on the **Enter** button



TASK 2: Follow these steps to register yourself and/or other mentors in AlphaRoute

Step 1: Use the Mentors drop-down menu

- Move your mouse pointer over **Mentors**
- Click on **Add mentor(s)** in the drop-down menu

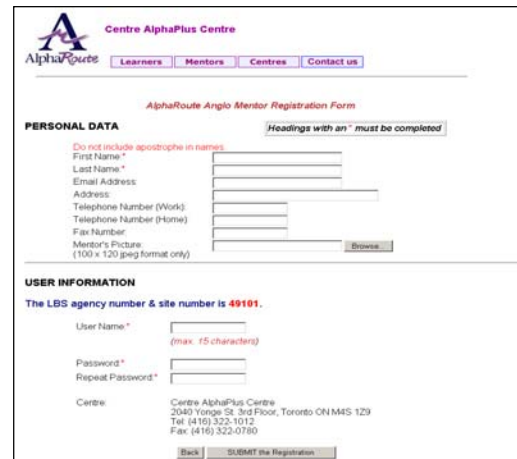


Step 2: Enter the mentor's information

- Mandatory fields have a red asterisk (*)

Step 3: Create a User Name and Password

- Create a **User Name**
- Create a unique **Password** and enter it where requested
- Click the **SUBMIT the Registration** button
- Record your AlphaRoute access information in the [My AlphaRoute Access](#) document
- Click on the **Register another mentor** button to continue to register more mentors



The screenshot shows the 'AlphaRoute Anglo Mentor Registration Form' for 'Centre AlphaPlus Centre'. It includes a navigation menu with 'Learners', 'Mentors', 'Centres', and 'Contact us'. The form is divided into two sections: 'PERSONAL DATA' and 'USER INFORMATION'. The 'PERSONAL DATA' section includes fields for First Name, Last Name, Email Address, Address, Telephone Number (Work), Telephone Number (Home), Fax Number, and Mentor's Picture. The 'USER INFORMATION' section includes fields for User Name and Password, with a note that the LBS agency number and site number is 49101. A 'SUBMIT the Registration' button is at the bottom right.

Step 4: Review your work

- When you have finished, click on **Return to list of mentors** to view all the mentors you registered

Step 5: Prepare Mentors to use AlphaRoute

- Contact mentors and provide them with the AlphaRoute URL and their user name and unique password



Step 6: Proceed to the next step, registering learners

- To register learners, go to **Module 3: Register learners**



Have questions?

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



User Tip:
Retrieve the user name and password for mentor(s) you just registered by exploring the drop-down menu options

- Move your mouse pointer over **Mentors**, and then click on **Check mentors' passwords**
- Click on the down arrow to select the name of a mentor, and click **Select**
- The password will appear below the user name
- When you are finished, be sure to close both windows to ensure privacy



Tech Tip:
Choose strong passwords

To get in the habit of choosing a strong password whenever you set one up, try some of the tips in the following entry from Wikipedia. The tips will help you select passwords that are easy for you to remember, but hard for someone else to guess: http://en.wikipedia.org/wiki/Password_strength