

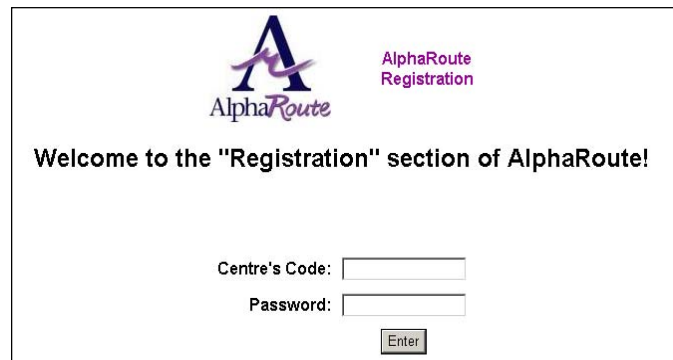
Module 3: Register learners

Go to
www.resources.alpharoute.org



TASK 1: Sign in to the AlphaRoute Registration Centre

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



TASK 2: Use these steps to register learners in AlphaRoute

Step 1: Use the Learners drop-down menu

- Move your mouse over **Learners**
- Click **Add learner(s)** in the drop-down menu



Step 2: Enter the learner's information

- Be sure to fill in the mandatory fields
- For **Anticipated Level(s)**, click to put check marks in all five numbered boxes

Getting started with AlphaRoute: Register learners

- For **Domain(s)**, click to put check marks in front of **Communications** and/or **Numeracy**

Step 3: Create a User Name and Password

- Create a **User Name** for the learner
- Create a unique **Password** and enter it where requested
- Record the learner's name and the user name and password you have assigned on the [Wallet card](#) designed for this purpose

Step 4: Assign the learner to a mentor

- Click on the down arrow beside the **Mentor** field, and click to select the appropriate mentor
- Select **No** for the **AlphaRoute Training Plan** option (You can do this later.)
- Click on **SUBMIT the Registration**

The screenshot shows the 'AlphaRoute Anglo Learner Registration Form' for Centre AlphaPlus Centre. It is divided into two main sections: 'PERSONAL DATA' and 'USER INFORMATION'.
PERSONAL DATA: Includes fields for First Name (Randy), Last Name (Bachman), Address (Street, City, Province, Postal Code), and Anticipated Level(s) (with radio buttons for B1, B2, B3, B4, B5). There are also checkboxes for 'Communications' and 'Numeracy', and a section for 'Internet Experience' with radio buttons for 'None', 'Some', and 'Quite a bit'.
USER INFORMATION: Shows the LBS agency number and site number as 49101. It includes fields for User Name (Randy49101), Password, and Repeat Password. The Mentor field is set to 'Mickemt. Lavers'. The Centre information is listed as Centre AlphaPlus Centre, 2040 Yonge St. 3rd Floor, Toronto ON M4S 1Z9.
AlphaRoute Training Plan: A section asking if the user wishes to complete the training plan at this time, with a 'No' option selected. A 'Back' button and a 'SUBMIT the Registration' button are at the bottom.

Step 5: Register another learner

- Click on the **Register another learner** button to continue registering AlphaRoute users
- When you are finished, click on the **Return to list of learners** button to view all registered learners
- Close your browser to exit the **AlphaRoute Registration Centre**

The screenshot shows a confirmation message: 'You have successfully registered Randy Bachman.' Below the message are two buttons: 'Register another learner' and 'Return to list of learners'.



Have questions?

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



Tech Tip:
Maximize a window

When you want a window to be bigger, click on the box-shaped icon in the top right corner of the window. To make the window smaller and adjustable in size, click on the icon of two boxes in the top right corner of the window.