



Online Learning Environment

### How do I get started with the Ole system?

The first time you access the Olé system, you will need to create a personal login and password.

Go to <https://cd.acsexternal.alberta.ca/olenet/student/default.aspx>

- Click on **New User**
- Fill in mandatory information and click **Submit**
- Return to the login in page and enter in login and password you had assigned yourself.

### How Do I Sign-up For the Licence Holder Information Session?

- Select **Training Catalogue** from the left hand menu
- Type in Licensing and Click **Search**
- Next to Child Care Licensing E-learning Program, select **Add to My Enrollments**

### Completing the Licence Holder Information Session

- Select **My Enrollments** from the left hand menu
- Select **Child Care Licensing E-Learning Program**
- Select **Unit One** in the left hand panel
- Complete each unit and questions to test your knowledge

### Printing Your Certificate

- Select **My Training Records** from the left hand menu
- Select **Print Certificate**
- You will not be able to print your certificate until you have received a confirmation e-mail from the system