

Advancing Futures bursary program Online Orientation

All students **MUST** complete this Mandatory Online Orientation!!!

How Do I Get Started With The OLE System?

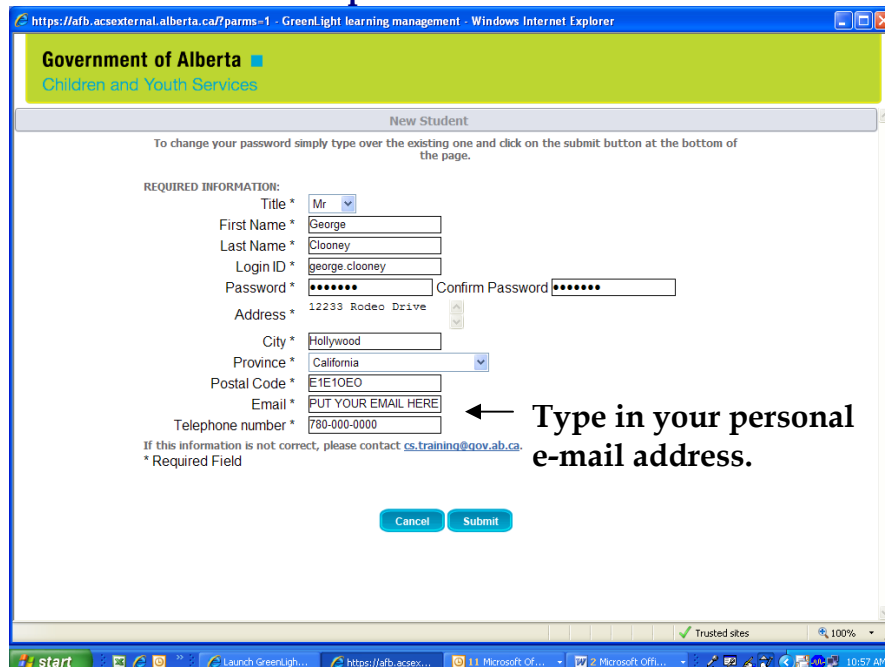
The first time you access the **OLE** system, you will need to create a personal password and check that your personal information is correct.

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

The screen below should come up.

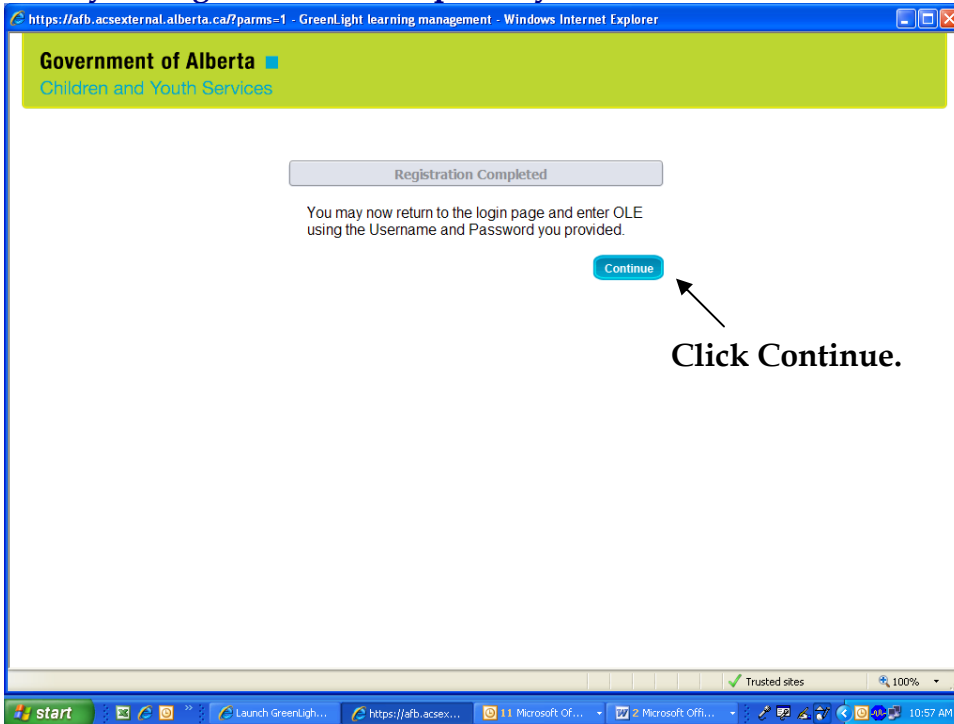


New User Screen Example.

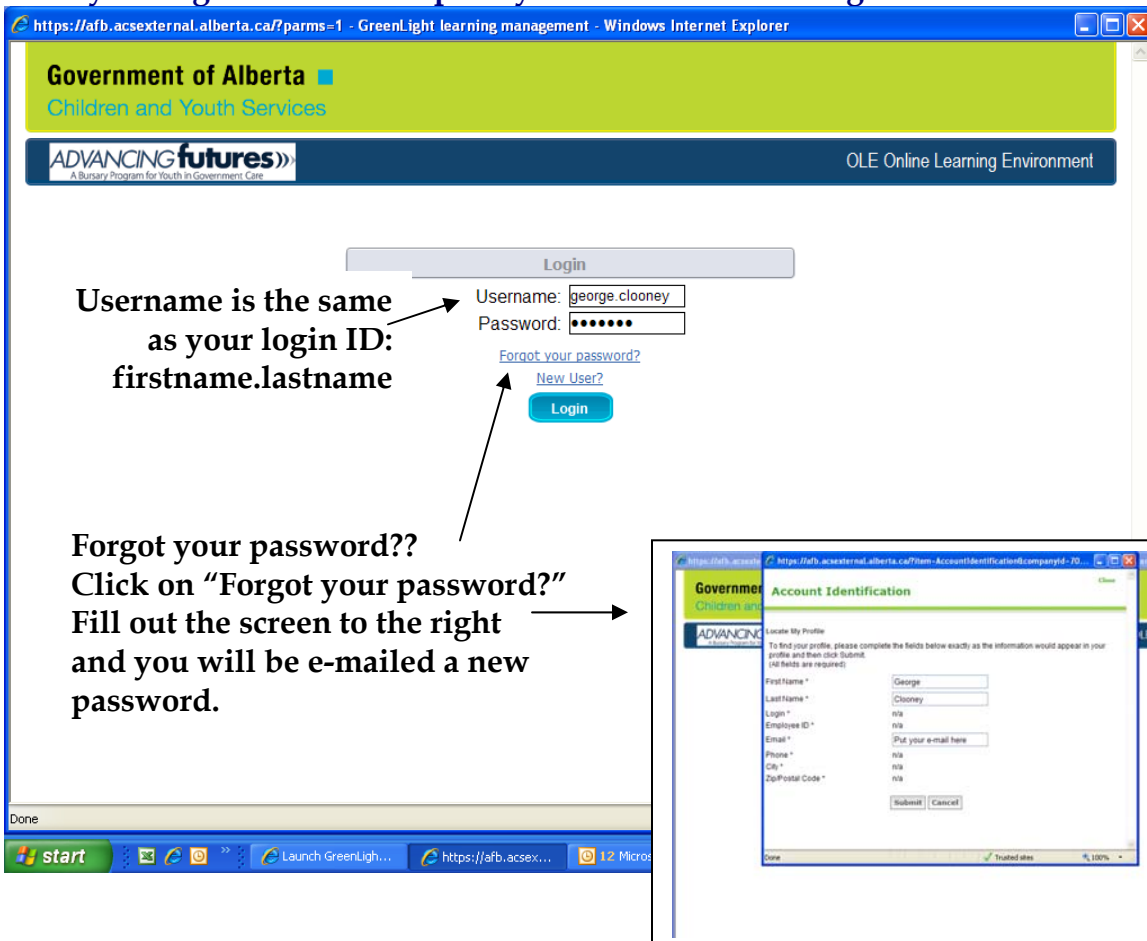


- For your Login ID use your < **firstname.lastname** >
- Enter the default password: < **ole123** >
- Enter in the required fields. All these have an asterisk "*"

Once your registration is completed you will see this screen.



Once your registration is complete you will be asked to log in.



How Do I begin the Online Orientation?

Government of Alberta
Children and Youth Services

ADVANCING futures
A Bureau Program for Youth in Government Care

Welcome Marilyn Monroe Last Logged On: --

My Mandatory Training
My Enrolments
My Training Records
My Profile
Training Catalogue
Training Calendar

My Enrolments

Online Courses

Curriculum	Start Date	Progress
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In-Class Courses

Curriculum	Start Date	Status
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Select Training Catalogue from the left side of the menu.

Government Home Government Search Site Map Accessibility

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Training Catalogue

Search Filter Code Title Type Only Show Scheduled Activities

Sort By Title Ascending Category:

Advancing Futures Search

To find Training Resources, enter Search criteria and press Search.

Type *Advancing Futures* in the Title field then click Search.

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Advancing Futures Bursary Program Orientation should appear – see below.

The screenshot shows a web browser window displaying the 'Training Catalogue' search results. The search filter is set to 'Advancing Futures'. The results table shows one item: 'Advancing Futures Bursary Program Orientation' with code 'AFB'. An 'Add to My Training' link is visible on the right side of the table row.

- Click "Add to My Training" on the right hand side.
- A message will appear to ask if you want to add the online orientation to your training. Click OK.

The inset screenshot shows a confirmation dialog box titled 'Remove Course?' with the text: 'You are about to remove the following course from your training: Advancing Futures Bursary Program Orientation. Do you wish to continue?' with 'OK' and 'Cancel' buttons.

Once you have added the Orientation to "My Training click on the 'X'."

The screenshot shows the same 'Training Catalogue' search results, but now the 'Advancing Futures Bursary Program Orientation' is listed as 'On My Training'. The 'Close' button in the browser window's title bar is circled, and an arrow points to it with the text: 'Click here to exit out of the screen.'

Government of Alberta
Children and Youth Services

ADVANCING futures
A Bursary Program for Youth in Government Care

Welcome George Clooney Last Logged On: Thursday 5 August 2010 - 11:06 AM

My Mandatory Training
My Enrolments
My Progress
My Profile

Training Catalogue
Training Calendar

My Enrolments

Online Courses

Curriculum	Start Date	Progress
Advancing Futures Bursary Program Orientation	5 Aug 2010	■■■■■■■■■■

In-Class Courses

Curriculum	Start Date	Status
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Click on My Enrolments (left menu).
Then click on *Advancing Futures* bursary program Orientation.

Government
Home Government Search Site Map Accessibility

OLE
Online Learning Environment

Learning Menu
Glossary Search
Study Aids Features

Advancing Futures Bursary Program Orientation
AFB Orientation
Self Check

To view the Orientation, click the "Page Down" button on your keyboard.

Once you have completed the Orientation (there are 31 slides) you must complete Self Check exam.

Click on Self Check. Click on Begin Self Check.

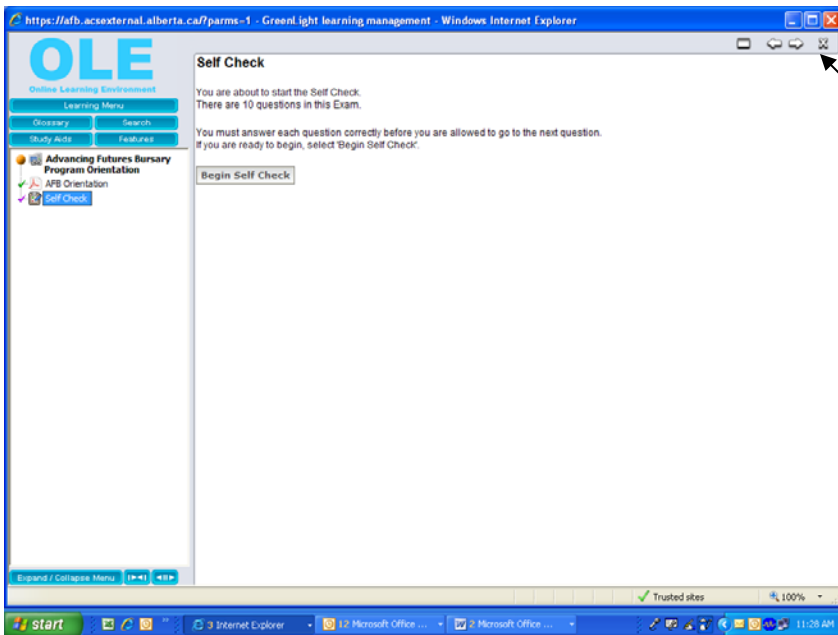
Expand / Collapse Menu

ADVANCING futures
A Bursary Program for Youth in Government Care

Live Your DREAM!

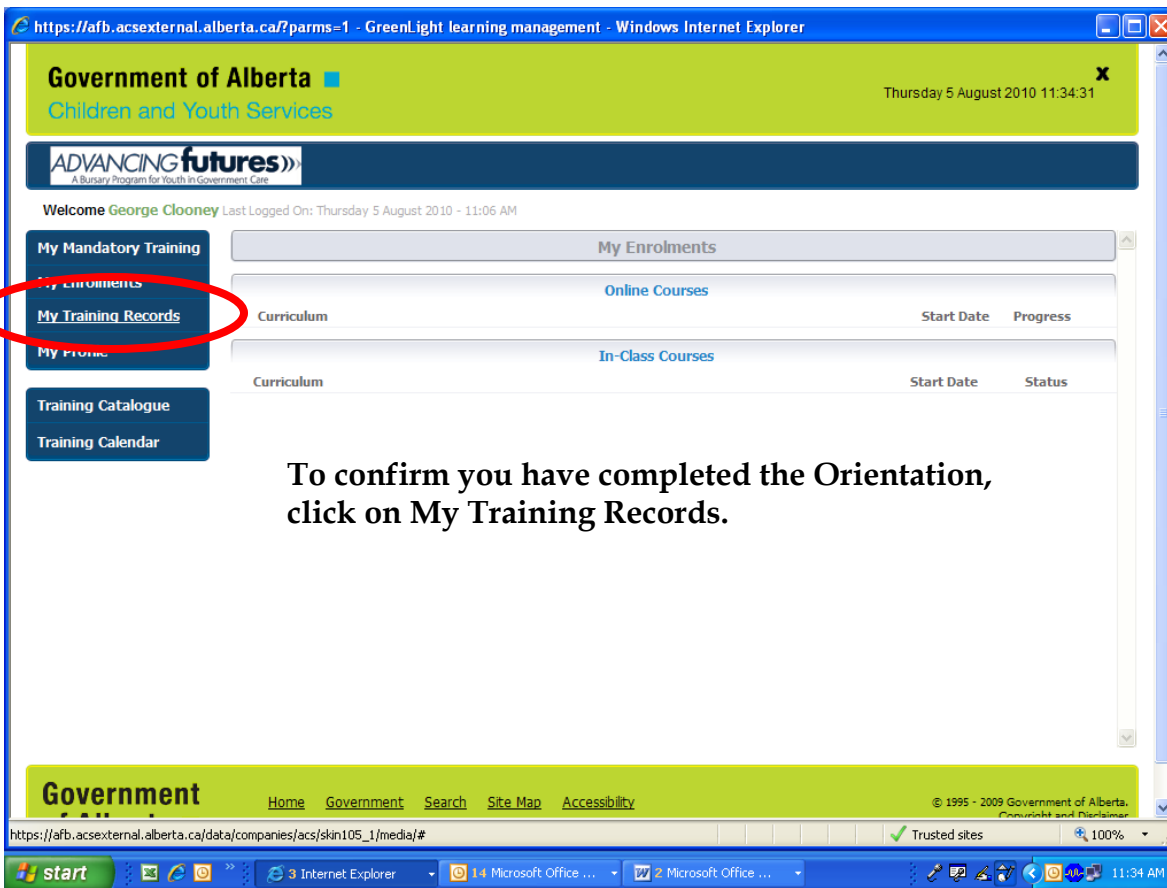
Government of Alberta

Downloading (1.33 MB of 1.51 MB) : https://afb.acsexternal.alberta.ca/data/companies/acs/media/ACS_19.pdf

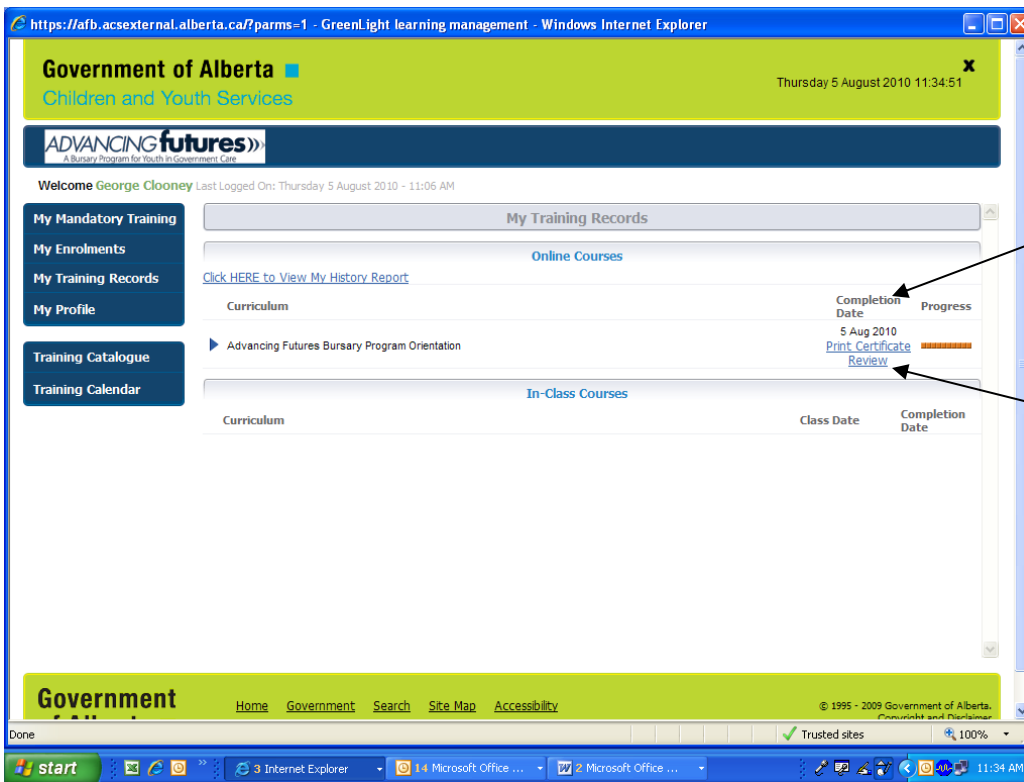


Once you have completed the self check click the small 'X'.

NOTE: If you click the **RED X** it will close the website down and you'll have to start again!



To confirm you have completed the Orientation, click on My Training Records.



The screen records your completion date.

When you want to review the Orientation, you should return to this screen and click on "Review."

You also have an option to print off a certificate.



You can now close down the Orientation. Once you have completed the Online Orientation, e-mail *Advancing Futures* at: advancingfutures@gov.ab.ca.

We encourage you to go back and review the *Advancing Futures* Orientation any time that questions come up.

Good Luck with your Studies!!

The *Advancing Futures* Bursary Team