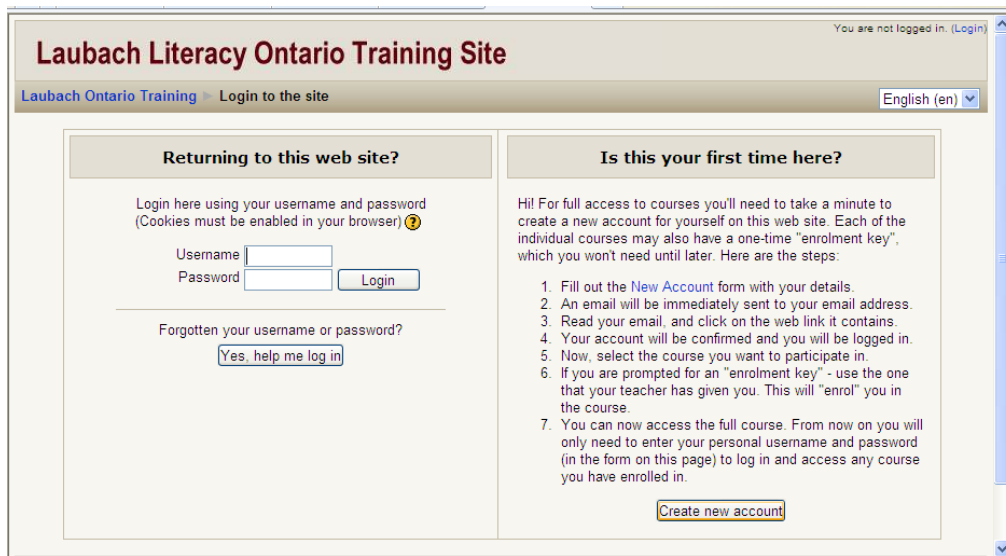


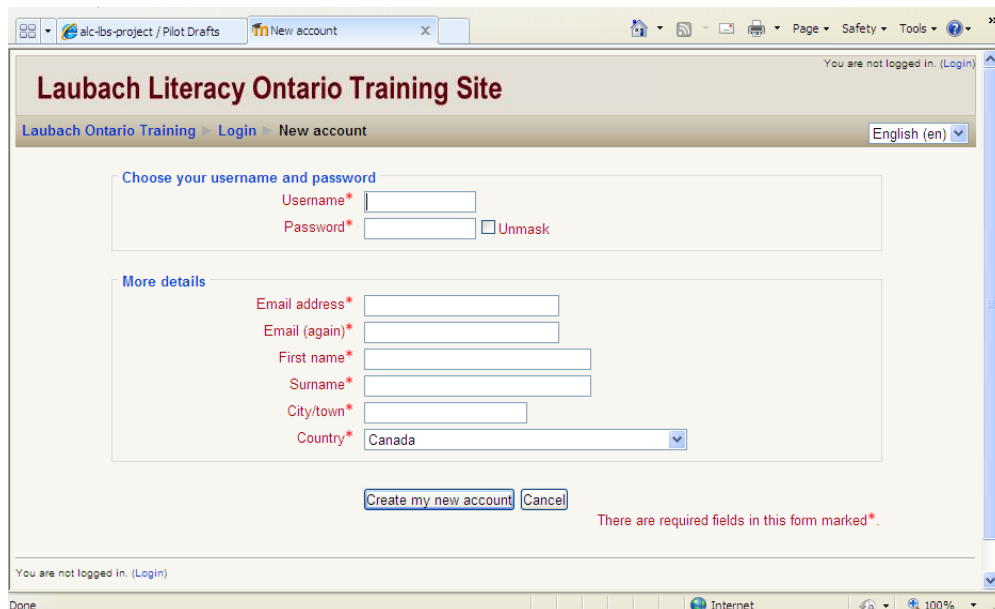
How to access the Laubach Literacy Ontario Training Site

1. Go to <http://laubach.alphaplus.ca/moodle1/login/index.php>



The screenshot shows the login page for the Laubach Literacy Ontario Training Site. At the top, it says "Laubach Literacy Ontario Training Site" and "You are not logged in. (Login)". Below this, there is a navigation bar with "Laubach Ontario Training" and "Login to the site", along with a language dropdown set to "English (en)". The main content area is divided into two columns. The left column is titled "Returning to this web site?" and contains a login form with fields for "Username" and "Password", a "Login" button, and a link for "Forgotten your username or password?". The right column is titled "Is this your first time here?" and contains instructions for creating a new account, followed by a numbered list of steps and a "Create new account" button.

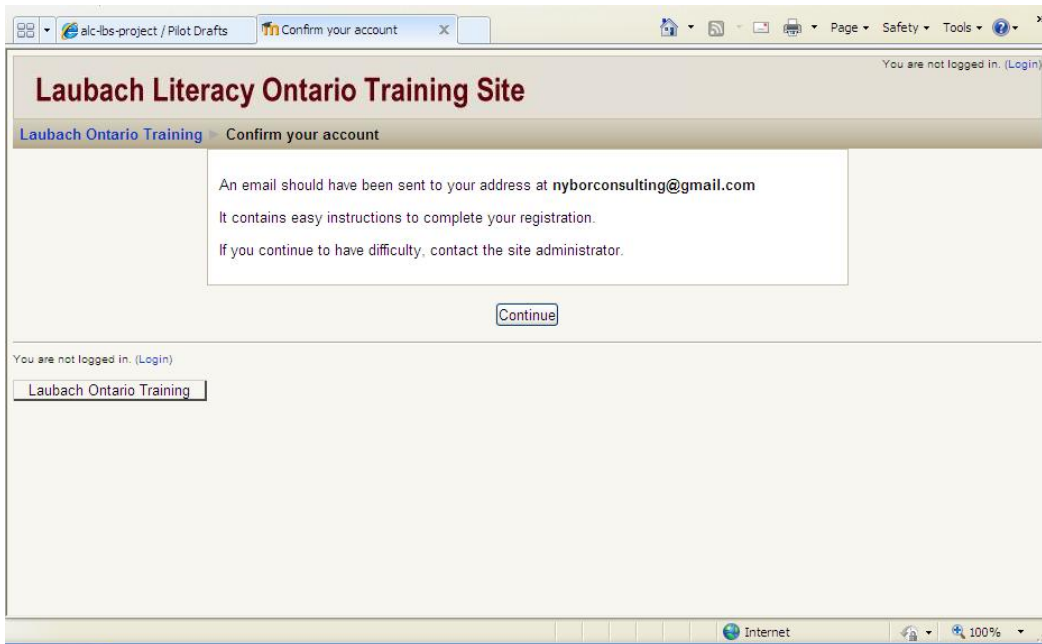
2. If you've registered before, go to "Returning to the web site?" and type in your username and password. Click on **Login**
3. If this is the first time you visited this site, you will need to set up an account. Click on create a new account. This screen will appear.



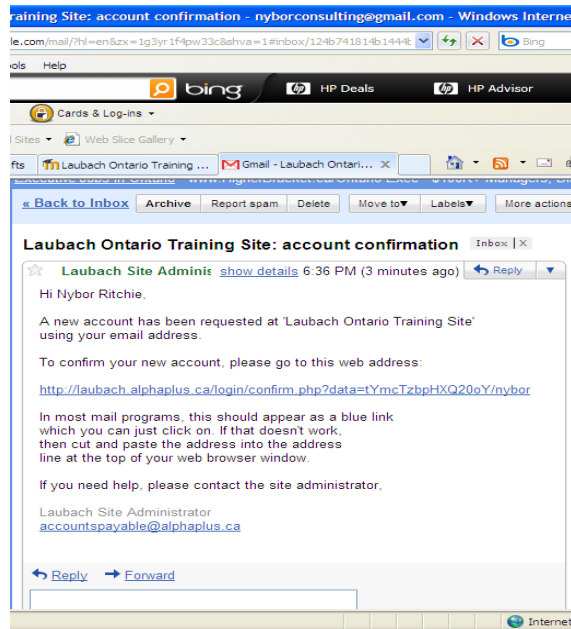
The screenshot shows the "New account" registration page. At the top, it says "Laubach Literacy Ontario Training Site" and "You are not logged in. (Login)". Below this, there is a navigation bar with "Laubach Ontario Training" and "Login", along with a language dropdown set to "English (en)". The main content area is titled "Choose your username and password" and contains fields for "Username*" and "Password*" with an "Unmask" checkbox. Below this is a section titled "More details" with fields for "Email address*", "Email (again)*", "First name*", "Surname*", "City/town*", and "Country*" (set to "Canada"). At the bottom, there are "Create my new account" and "Cancel" buttons, and a red error message: "There are required fields in this form marked*".

Complete the required fields and click on "Create my new account".
Make sure you keep a record of your username and password.

4. The following page will appear. Click on continue.



5. Check your email. You will receive a message similar to the one below:



- Click on the link in your email message and it should take you directly into the LLO training site. Once you are logged in, you will see the course listed under the “**My Courses**” heading – click on the name of the course you want to access.



Note: Some courses require and Enrollment Key. If you are allowed to access a course with an enrollment key, the key will be given to you by the course instructor.

- Once you have entered the course follow the instructions in each section.