

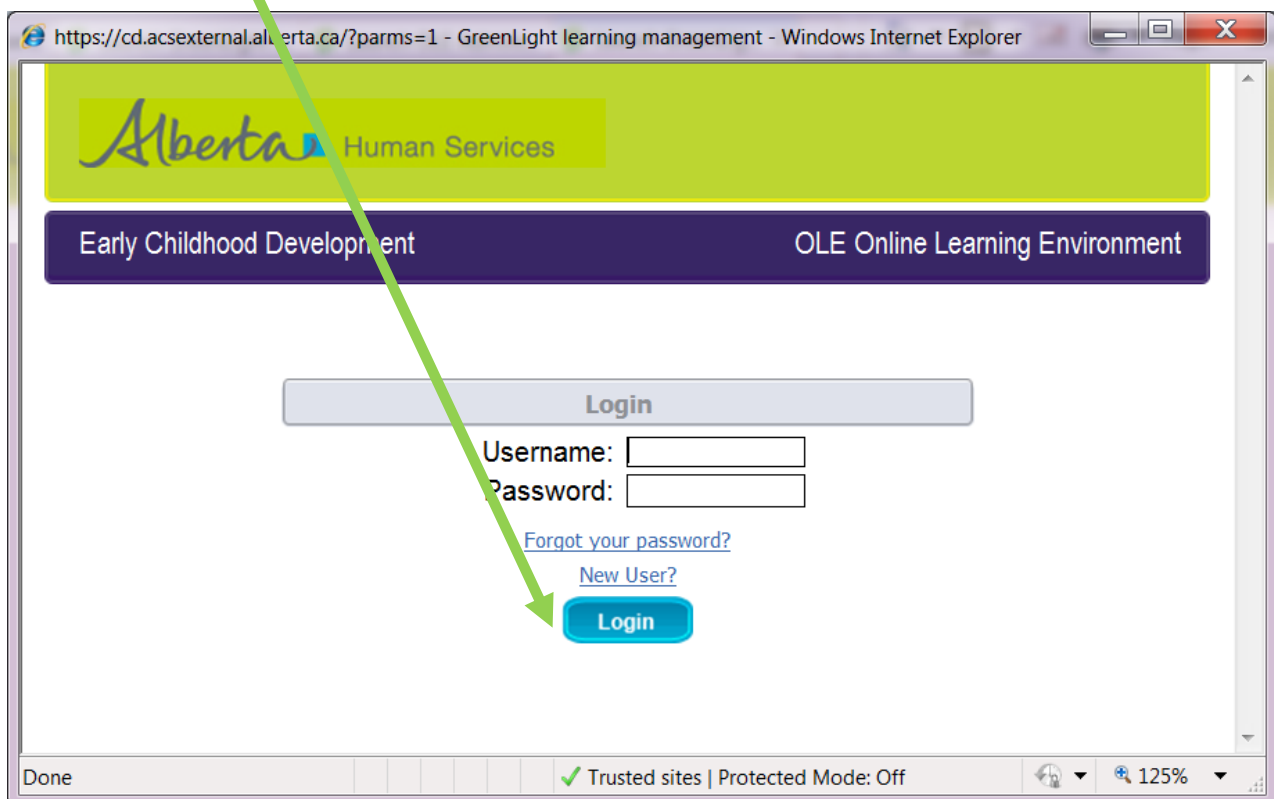
# eLearning Enrollment for Child Care Licensing – Step by Step Instructions

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

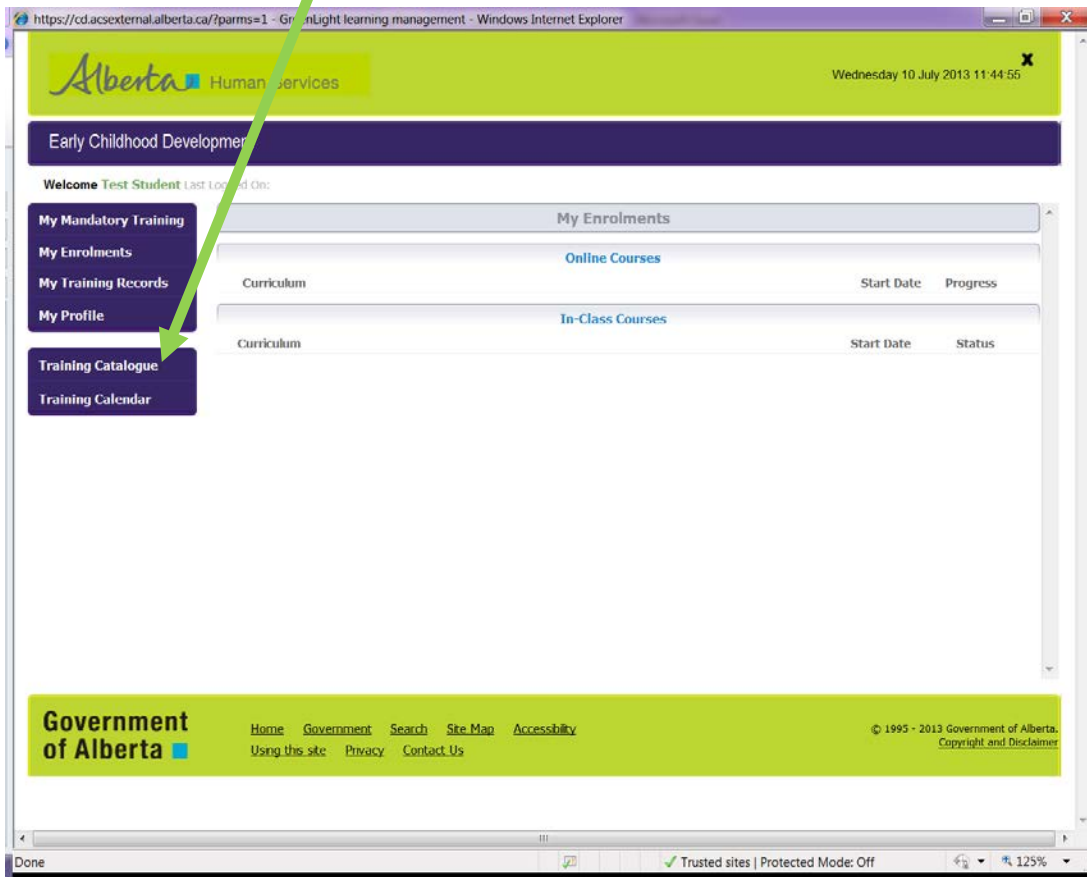
The first time you access the OLE system, you will need to create a personal login and password.

- Go to the OLE environment at: <https://cd.acsexternal.alberta.ca>
- Click on [New User?](#)
- Fill in the mandatory information and click Submit
- Return to the login page and enter the Username and password you created
- Click [Login](#).

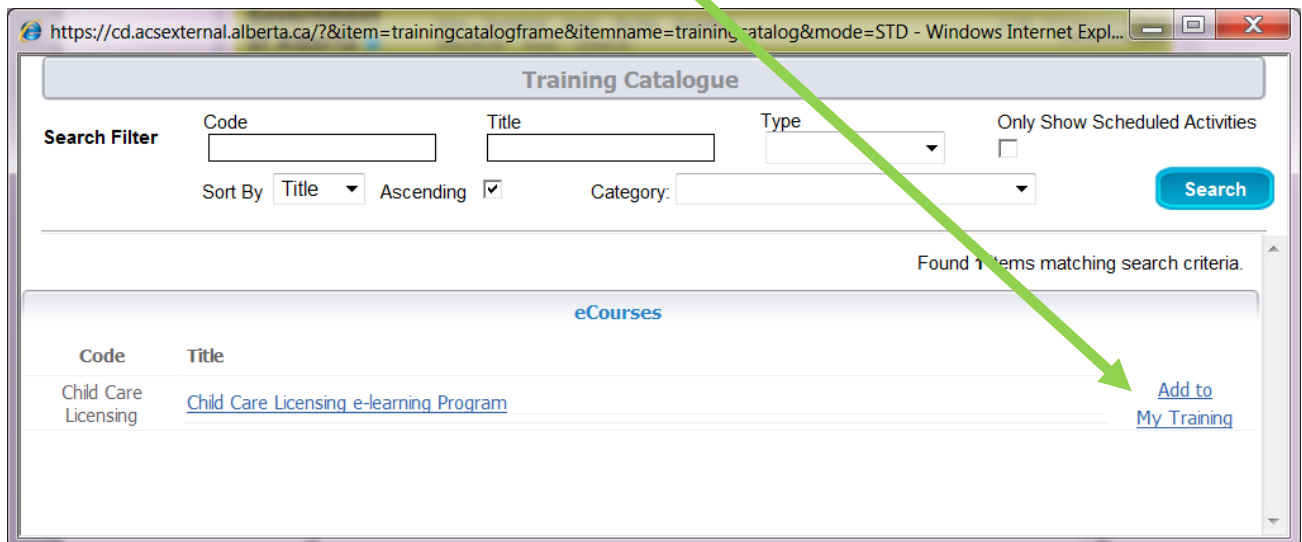


## How do I enroll in the Licence Holder Information eLearning?

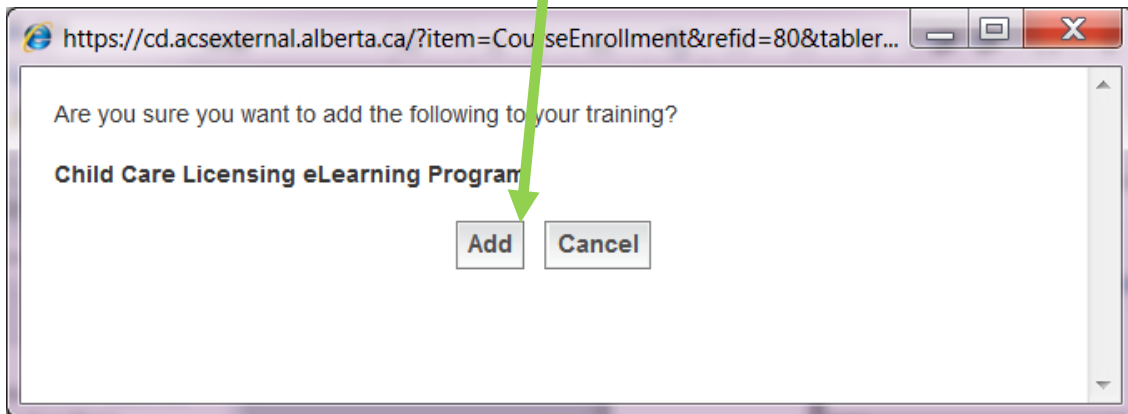
You will see the home screen below. To enroll in the **Child Care Licensing eLearning** click on the **Training Catalogue** link on the left hand side.



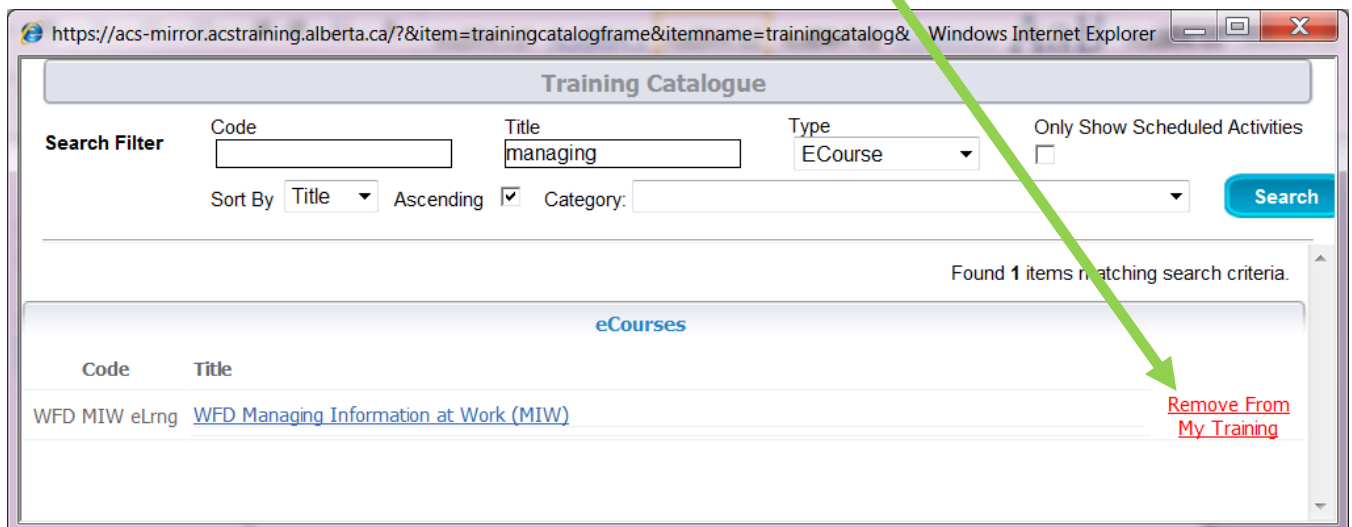
When the **Training Catalogue** window opens, click the **Search** button. Then click on the blue text on the right that says "**Add to My Training**".



You will be asked to confirm that you wish to have the course added to your enrollments. Confirm this by clicking on “Add”.

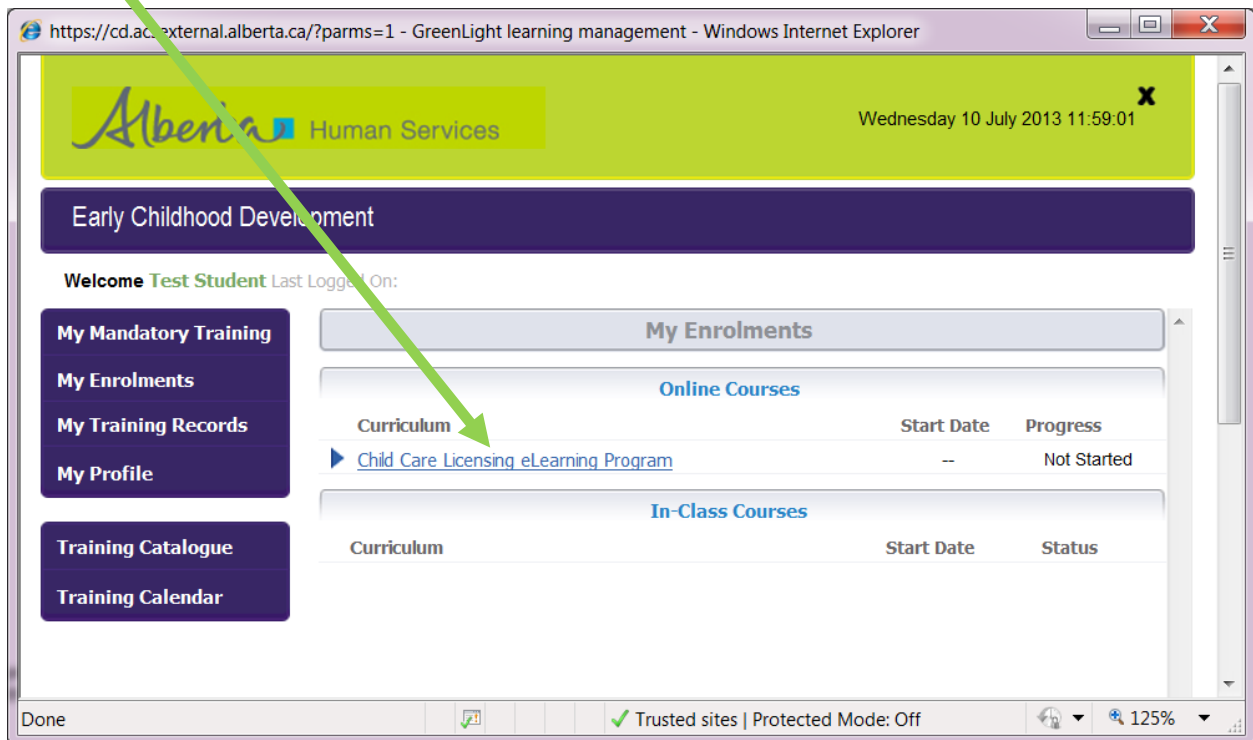


The “[Add to My Training](#)” will change to a red “[Remove From My Training](#)” in case you change your mind and wish to cancel this course.

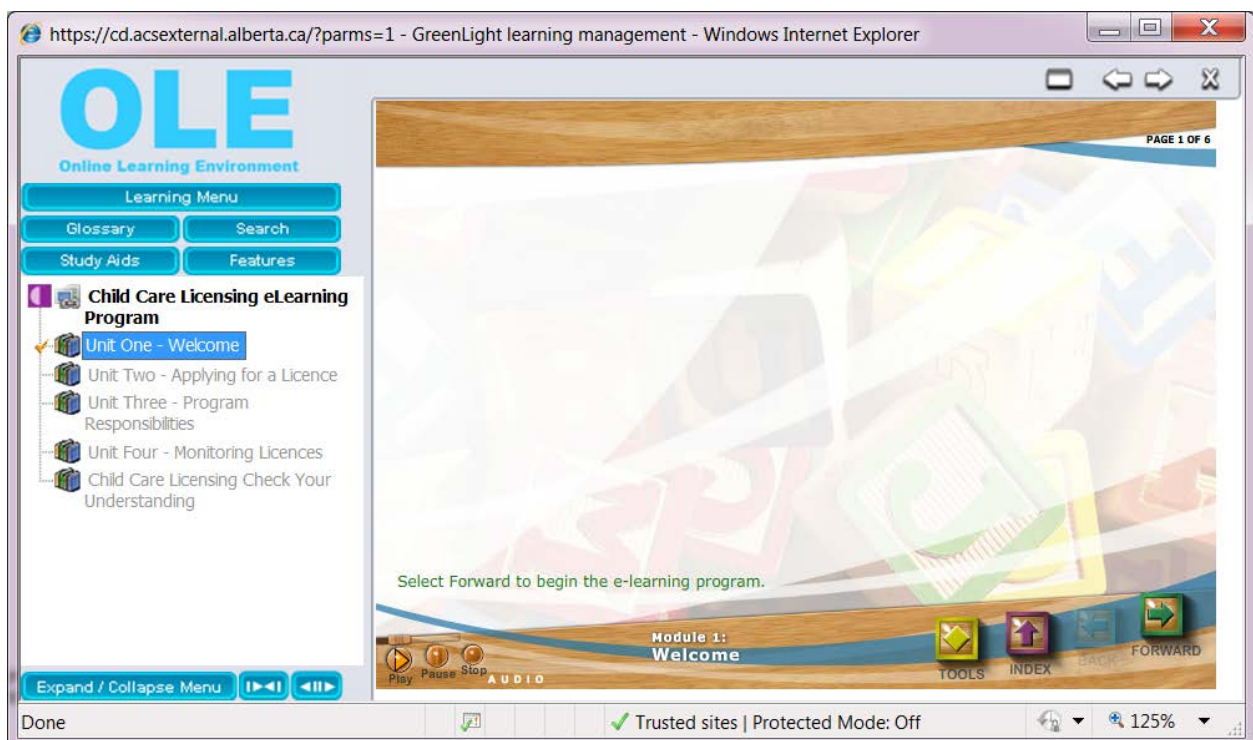


Close out of the Training Catalogue by clicking on the red **X** in the top right hand corner. The Training Catalogue screen will close.

Once you are back in the home screen, click on the link on the left called “**My Enrolments**” to refresh the page and your eCourse will be listed under the **Online Courses** section.

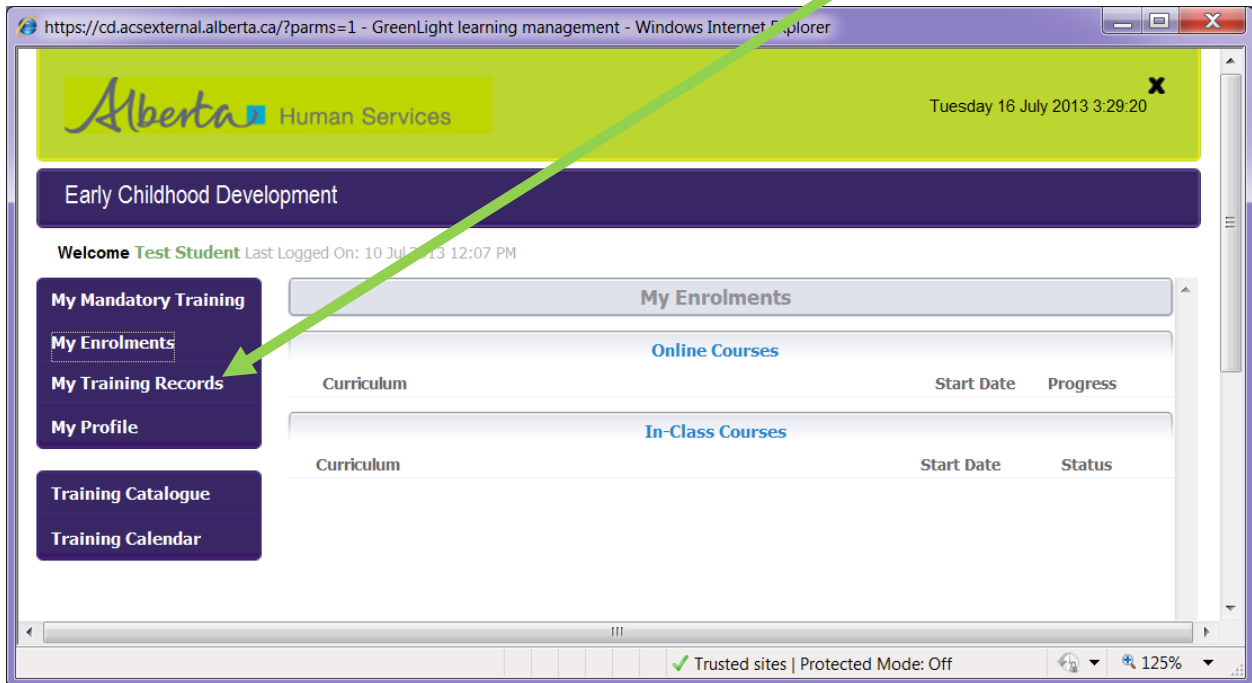


Click on the “**Child Care Licensing eLearning Program**” link to launch the eLearning Course. Once the course opens the first screen will look like this:

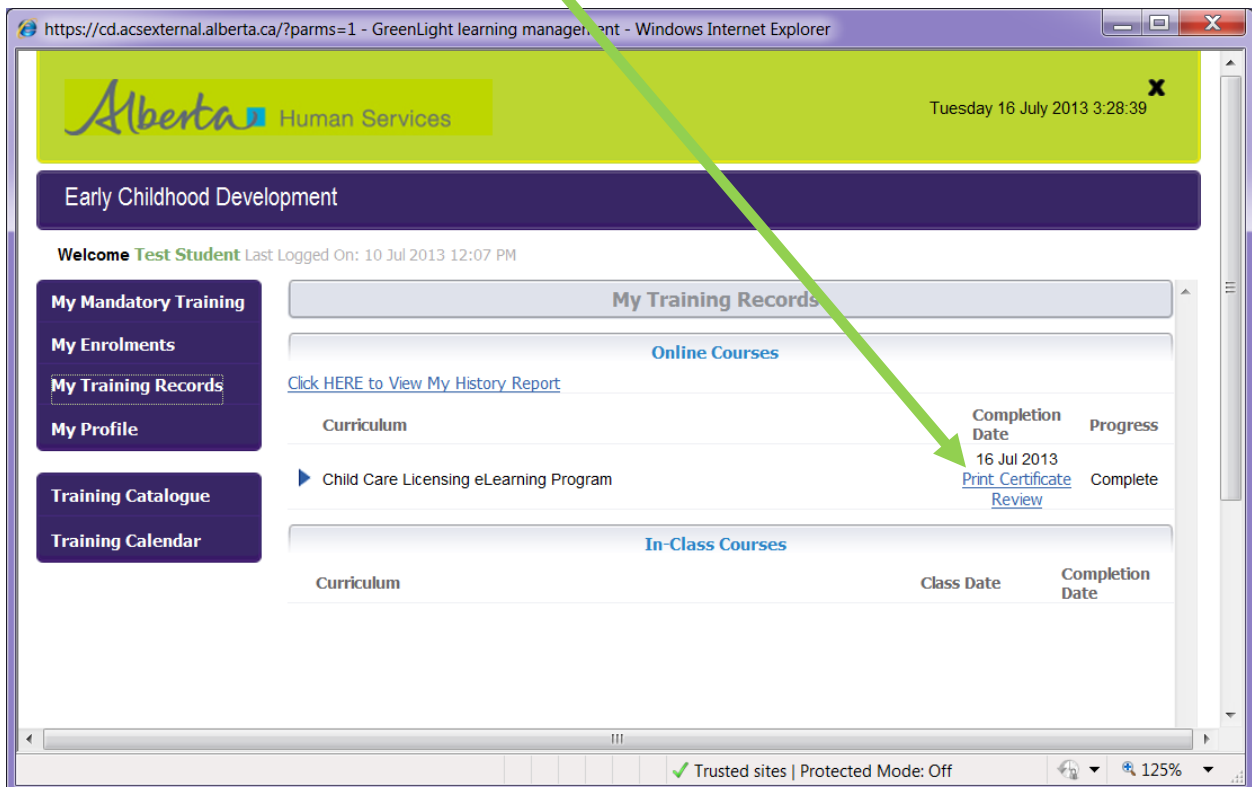


## How do I Print the Certificate?

When you have completed the eLearning and you receive the confirmation email from the system, you can go back to the main page and choose **My Training Records** from the left hand menu.



Then in the list of completed training you should see the course name and the link on the right hand side that says **Print Certificate**.



Then the Certificate will look like this:

