

How to Set Up an Account for Home Use of Access Learning

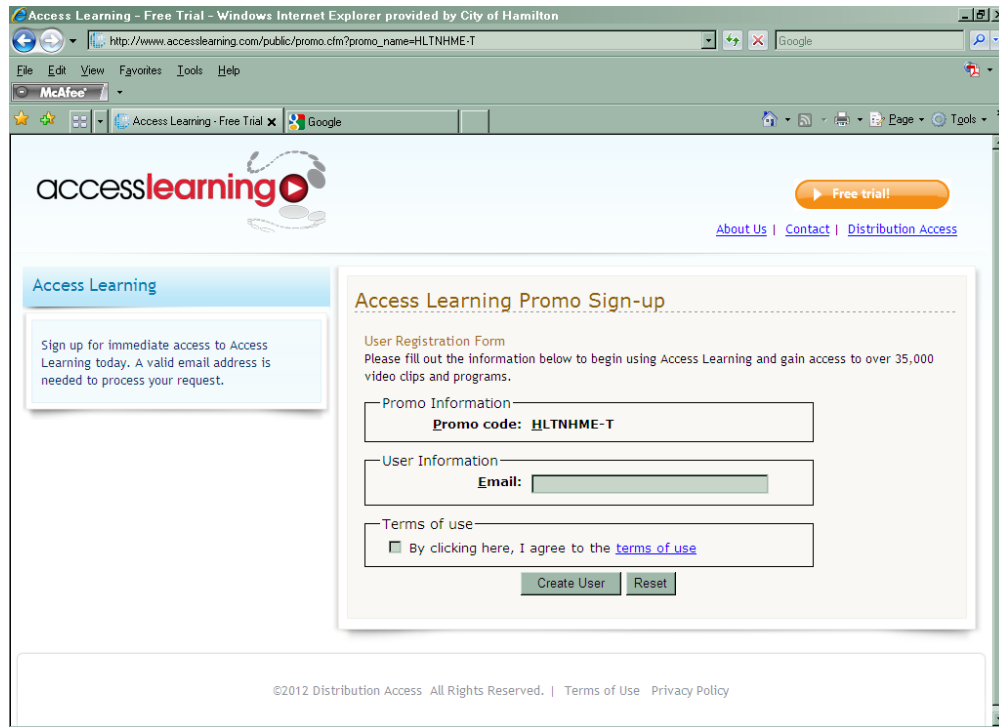
If you are using Access Learning from a school computer, login is automatic. However, if you are going to use Access Learning from home or outside your school, you will need to create an account.

Follow these steps to create your home use account. If you experience any problems with your account creation, please contact Lynn Wisniewski in Library Services via CHATT.

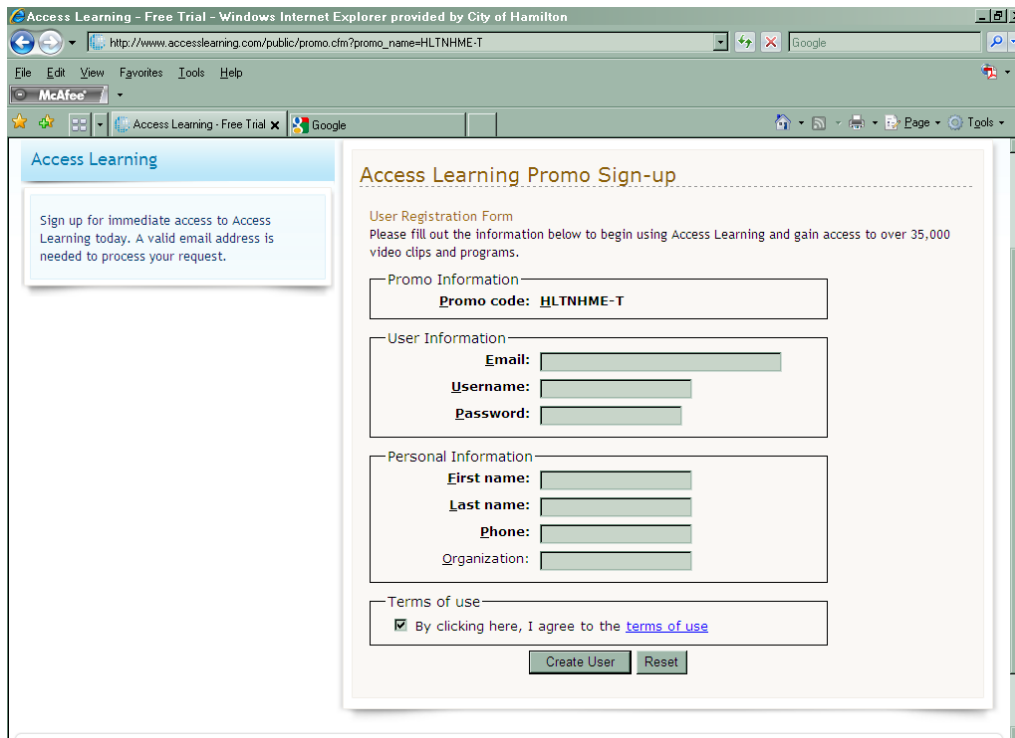
1. Open your browser to <http://www.accesslearning.com/>.
2. As shown below, in the box labelled "Promo Code"
 - If you are a student, type **HLTNHME-S**
 - If you are a staff member, type **HLTNHME-T**Then click the "Go" button



3. When following screen appears, enter your CHATT email address in the "User Information" box. Should you wish to do so, open the "terms of use" by clicking on the hyperlink, otherwise click the checkbox to agree to the terms of use. Then click on the "Create User" button at the bottom of the form.



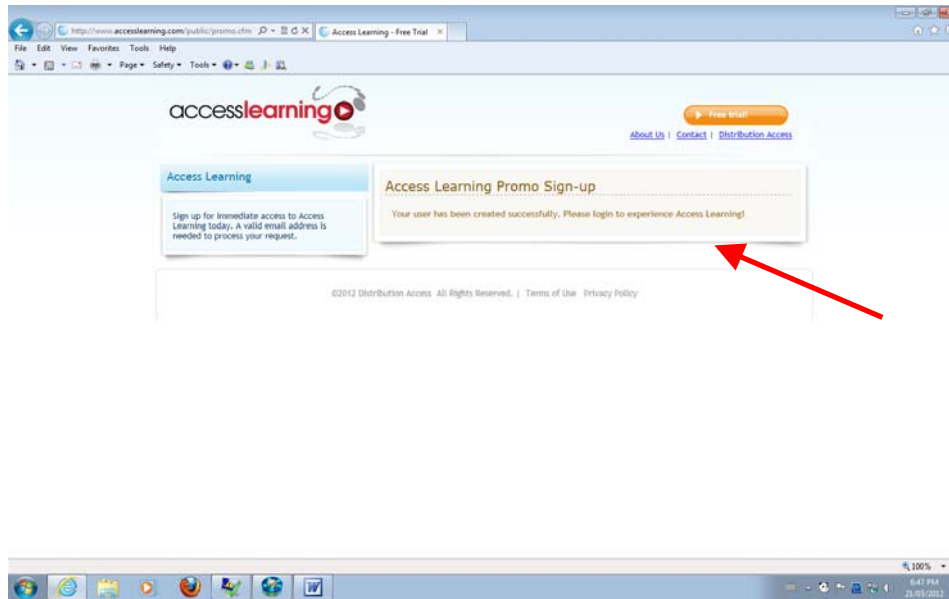
4. When the next screen opens, fill in the form as follows:



- ▶ Type your CHATT email address into the "Email" field
- ▶ Type in what you want to use for your "Username" and "Password"
- ▶ Jot these down for future reference
- ▶ Enter your information into the "First Name" and "Last Name" fields

- ▶ In the "Phone" field, use your school phone number including area code
- ▶ In the "Organization" field, enter Halton District School Board
- ▶ Click the check box to agree to the "terms of use"
- ▶ Click the "Create User" button

5. A personalized account is created for you as confirmed by the screen below.



6. Direct your browser back to <http://www.accesslearning.com>. Login using the username and password that you supplied during your account set-up. The screen as shown below will open and you can begin to use the service.

