Logging in and accessing Activate Learning Online (ALO) for the first time

The following guide will show you how to access your course information and resources via ALO.

You will receive your log in details within 3-5 working days from the time you have paid to enrol.

Once you have received your log in details from Activate Learning- please do check your junk mail as well, open your preferred web browser. If you are using a device owned by a company other than Activate Learning, or if you are signed into any other Microsoft 365 organisational accounts, open a window in private or incognito browsing:



Navigate to the Activate Learning website: www.activatelearning.ac.uk

1. Select the "Login" button once you're on the Activate Learning website. This button is usually located in the top right corner of the website's homepage (As seen highlighted below) or if visiting the site from a mobile device, you will need to click the icon with 3 lines to view the login button. Click on it, to proceed to the login page





Mobile device =

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- 2. Click on the relevant login option ALO Internal or ALO External depending on the type of login you have been given:
- IF you have been issued with a login that ends in **@activatelearning.ac.uk**, you should select the 'ALO **Internal'** login option

address. For: • Full-time students, • Higher Education students, • Staff, • Applicants issued with ALO account. Reset password?	ONLINE	Log in with @activatelearning.ac.uk email
 Full-time students, Higher Education students, Staff, Applicants issued with ALO account. Reset password?		address. For:
Reset password?		 Full-time students, Higher Education students, Staff, Applicants issued with ALO account.
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		ALO login - internal IC

- You will be prompted to enter your username. This is your college <u>IDNumber@Activatelearning.ac.uk</u>. After entering your username, you will be asked to enter your password. This is the password sent to your personal email you gave upon enrolment. If you haven't received your IT welcome email yet, please contact your tutor.
- 4. Once you have entered your IDNumber@activatelearning.ac.uk and password, double-check to ensure they are correct, then click on the "Sign In" button to proceed.

EXAMPLE	CITATION
Sign in	C 16007951@activatelearning.ac.uk
16007951@activatelearning.ac.uk	Enter password
Can't access your account?	Forgotten my password
Back Next	Sign in
Sign-in options	

5. If this is your first time logging in, you will be asked to update your password

		Password MUST be A minimum of 8 characters
		Must contain capital letter
16007951@activatelearning.ac.uk		Must contain lower case letter
Update your password		Must contain a number or symbol
You need to update your password because this is the first time you are signing in, or because your password has expired.	A	Password MUST NOT be:
Current password	a la	One that has been used previously - system remembers the last 12
Confirm password		Their first name or last name
		Their date of birth
Sign in		Their student ID
	1/	or a combination of the above

6. You will also be prompted to register your security information if not already done.

16007951@activatelearning.ac.uk	
More information required	
Your organisation needs more information to keep your account secure	
Use a different account	
Learn more	
Next	

7. You will be presented with a wizard to set up your verification method. At the start we would recommend using the mobile phone option which can be done by **selecting "I** want to set up a different method".

You	r organisation requires	you to set up the following n	nethods of proving who you	J are.
Microsc	oft Authentic	ator		
0	Start by gettin On your phone, inst After you install the	ng the app all the Microsoft Authenticato Microsoft Authenticator app	or app. Download now on your device, choose "Ne	xt".
				Next
I want to set up	a different method	1		

8. Alternatively, you may use the Microsoft Authenticator option, but this will require you to also download the Microsoft Authenticator app. For this guide we will be using the mobile phone option.

After selecting "I want to set up a different method", you will be presented with a **drop-down menu where you can select "Phone".**

k	Keep your account secure		
Your organisation re	equires you to set up the following methods of proving who you are.		
Microsoft Authe	nticator		
Start by g	getting the app		
On your phor	On your phone, install the Microsoft Authenticator app. Download now		
After you inst	all the Microsoft Authenticator app on your device, choose "Next".		
	Choose a different method \times Next		
I want to set up a different me	Which method would you like to use?		
	Choose a method V		
	Authenticator app		
	Phone		

9. On the next page, you can input your mobile phone details that you would like to use to verify your account when you log in. You will need to add in your Country code, for most users, this will be **United Kingdom (+44) then followed by your mobile phone number.** Ensure the option "Text me a code" is checked then click next and verify the number.

Keep your account secure
Your organisation requires you to set up the following methods of proving who you are.
Phone
You can prove who you are by answering a call on your phone or texting a code to your phone.
What phone number would you like to use?
United Kingdom (+44)
Text me a code
Call me
Message and data rates may apply. Choosing Next means that you agree to the Terms of service and Privacy and cookies statement.
Next



You are now Logged into ALO!

You will be directed to your student dashboard or homepage within the Activate Learning system. This is where you can access various features and resources provided by your institution, such as course materials, assignments, grades, and IT Information.

