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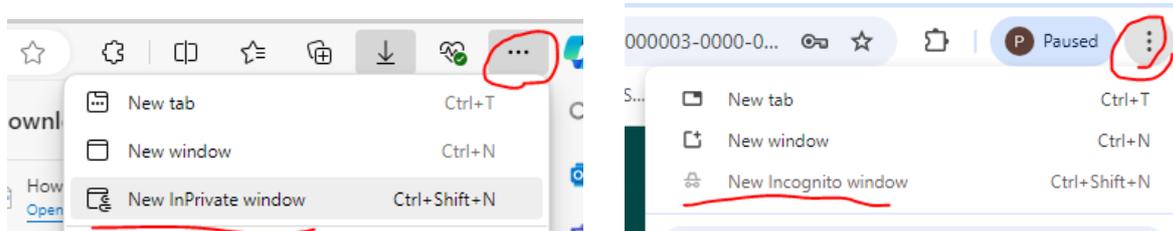
Navigate to the Activate Learning website: www.activatelearning.ac.uk

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

Web Browser =
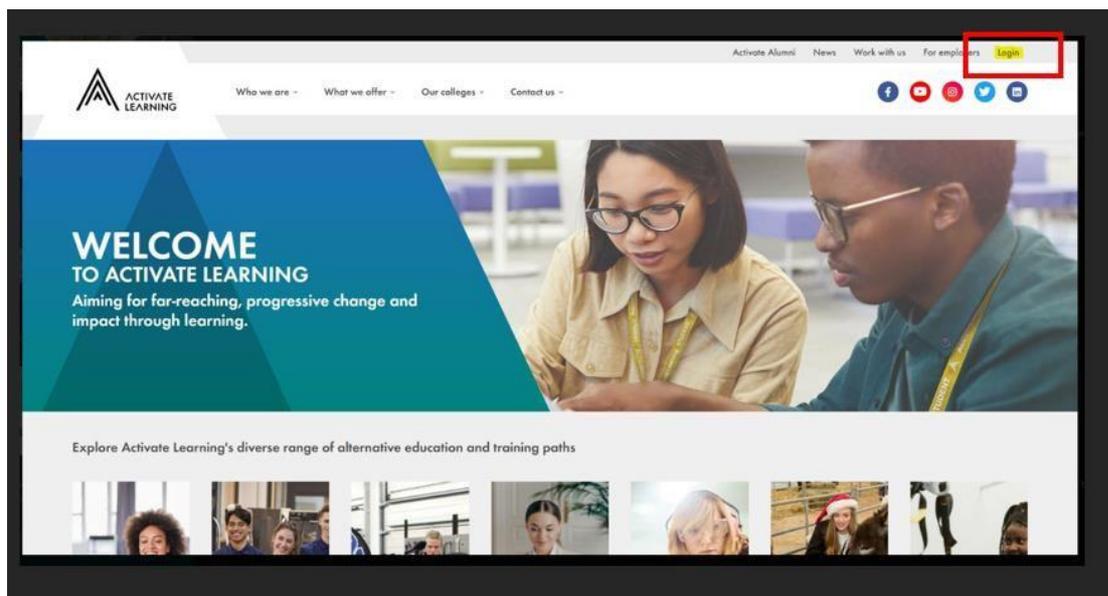
Mobile device =
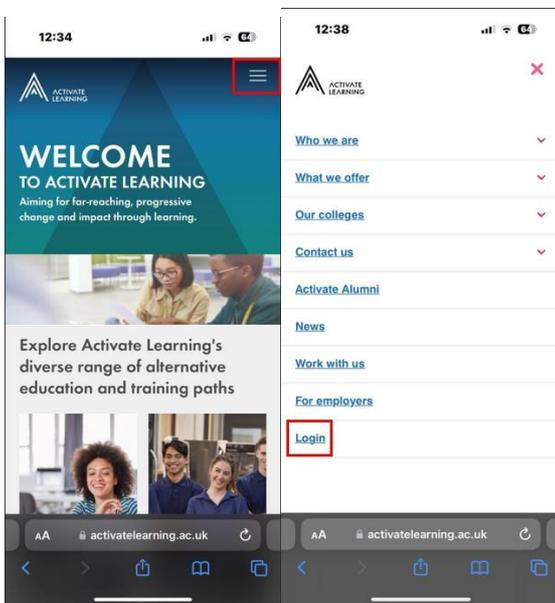
2. Click on the relevant login option ALO - Internal or ALO - External depending on the type of login you have been given:

- IF you have been issued with a login that ends in **@activatelearning.ac.uk**, you should select the 'ALO - **Internal'** login option
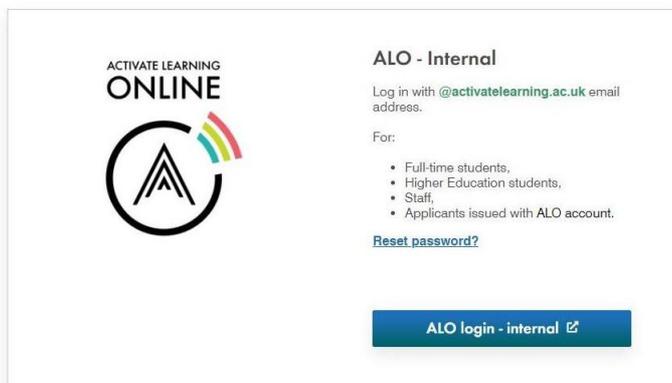
3. You will be prompted to enter your username. This is your college IDNumber@Activatelearning.ac.uk . After entering your username, you will be asked to enter your password. This is the password sent to your personal email you gave upon enrolment. If you haven't received your IT welcome email yet, please 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.
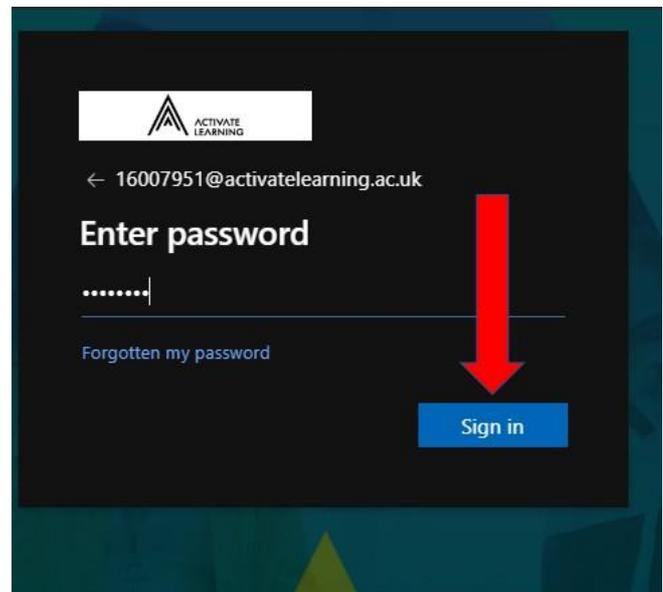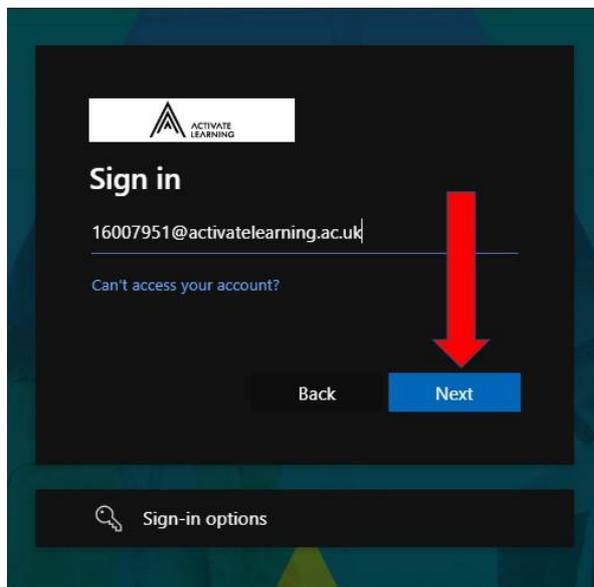
5. If this is your first time logging in, you will be asked to update your password
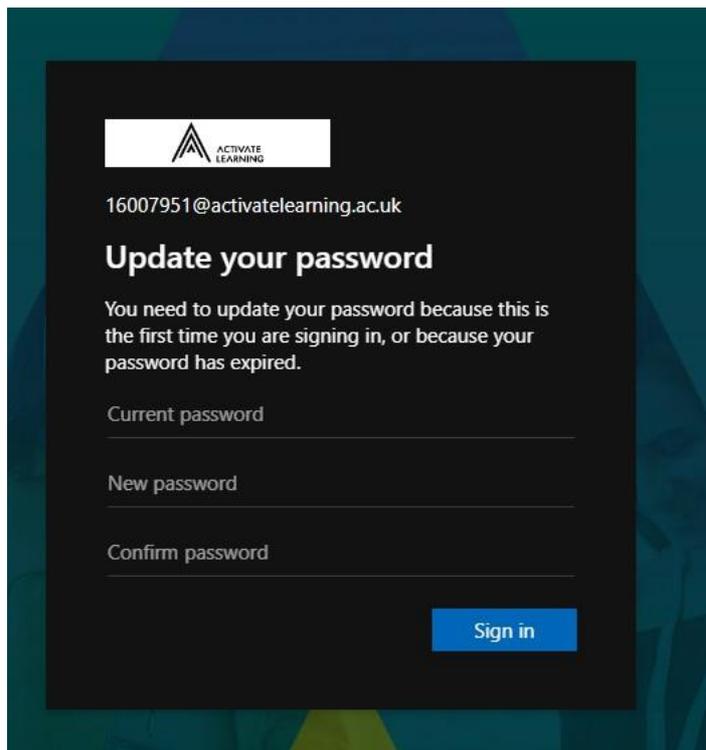
Password MUST be
A minimum of 8 characters

Must contain capital letter

Must contain lower case letter

Must contain a number or symbol

Password MUST NOT be:

One that has been used previously - system remembers the last 12

Their first name or last name

Their date of birth

Their student ID

or a combination of the above

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

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".**

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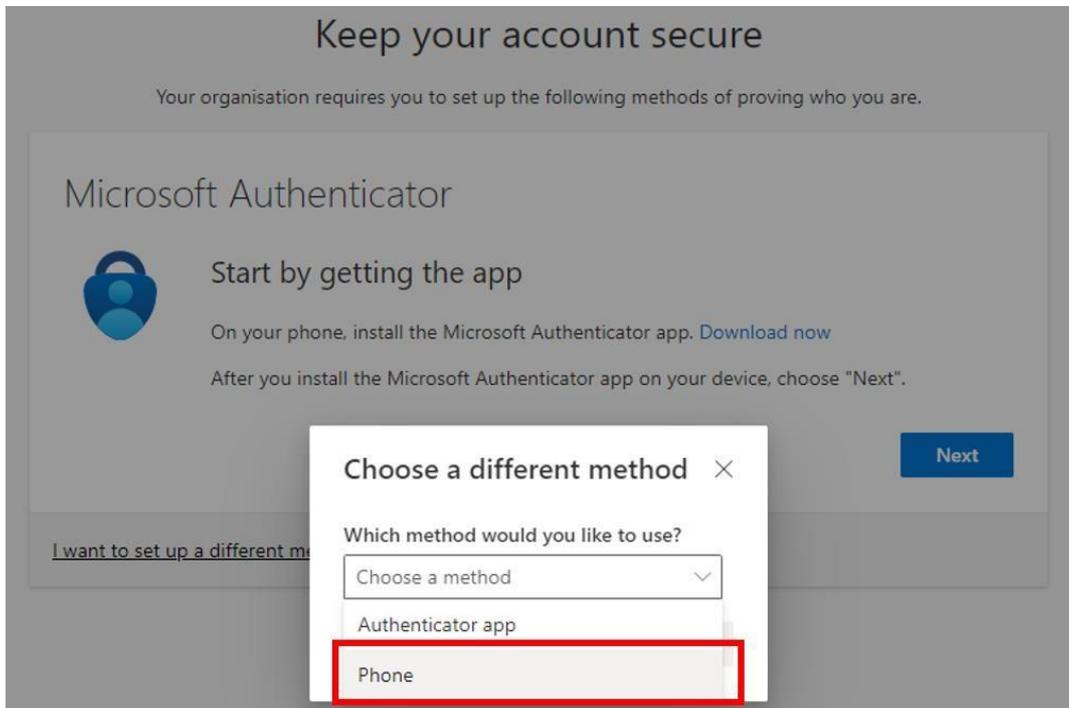
9. On the next page, you can input your mobile phone details that you would like to use to verify your account when you log in. You will need to add in your Country code, for most users, this will be **United Kingdom (+44) then followed by your mobile phone number.** Ensure the option "Text me a code"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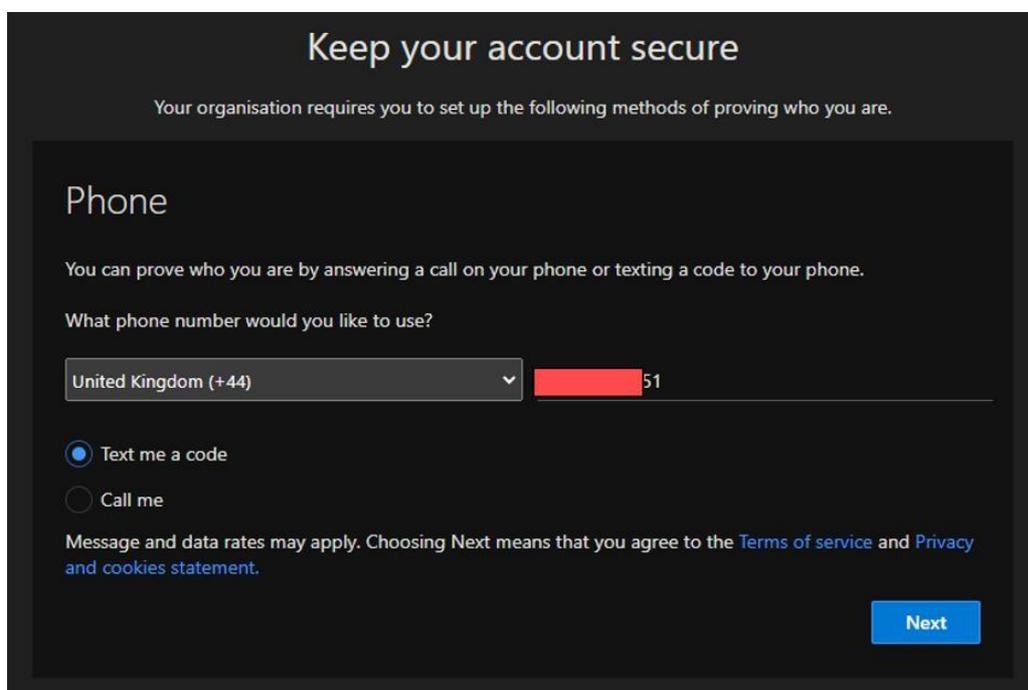
You are now Logged into ALO!

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.

Dashboard

Published Courses (13)

All you need to know- Sandbox
All you need to know- Sandbox

ALO - All you need to know
ALO - All you need to know

Careers
Careers

Events: Getting involved
Events: Getting involved

Exam Invigilation 22/23
Exam Invigilation 22/23

HR Induction
HR Induction

IT Information - Get Connected!
IT Information - Get Connected!

L&D Compliance Passport
Compliance Passport

L&D Knowledge and Skills Hub

Learning and Development MWFS

Learning Environments
Learning Environments

My Work Experience and Online C...

Sidebar Navigation
- Account
- Dashboard
- Courses
- Calendar
- History
- Help
- CEOP
- My Email
- Century
- Teacher Toolkit
- BLC Catalogue