REGISTERING FOR THE ORIENTATION FOR ONLINE LEARNING (OLRN)

To be successful with your classes, first-time students are required to complete the “Orientation to Online Learning - OLRN 0001”. The course is a non-credit course and it’s free. The course was developed to familiarize students with navigating through the online system (CANVAS).

Go to your ACES Login

Enter your User Name and Password

Click: Sign In

Click: Student

Click: Web Services

Click: Student

Click: Registration

Click: Add or Drop Classes
Select a Term:

1. Current Term
2. Click: Submit

Note: If you are not able to continue the steps because of a:
- Survey – Complete survey then continue the steps below
- Hold – View the hold and contact your advisor
- Pin Number – Contact your advisor 210-486-2008

CRN's

1. Enter a CRN Number
2. Click: Submit Changes

Dates

1. Enter Today's Date
   (End Date: Leave Blank)
2. Click: Submit Changes

Return to the ACES Home Page

Click: Canvas

Canvas Dashboard

Click: OLRN-0001-0XX

Go through the orientation at your own pace.

The orientation will take about an hour to two hours to complete. Be sure you view your modules tab to see where you left off and after you complete the course check your grade. The banner system will track the completion of the course.

For assistance, please contact the Center for Distance Learning at (210) 486-2239.