How to Register for the OLRN

1. Log on to your ACES.

2. Select the Student option from the left navigation menu. Click on the graphic that says Register Here.

3. You will see a quick message from Student Services. Once you read through it select the Proceed to Registration link.

4. Click on the Register for Classes link. (NOTE: If it is your first time accessing the registration tool, you will be directed to a student survey. Once you complete the survey you will be taken to the registration menu.)

5. Scroll down and Select Correct Term (ex: Fall 202? Spring 202? Or Summer 202?) Do not select a COM or CE course. Then click Continue.
6. Under the **Register for Classes** heading, the **Find Classes** tab should be selected.

   **1** Subject > Select: **Orientation to Online Learning**
   **2** Course Number > Type: **0001**
   **3** College > Select: **St. Philip’s College**
   Then click: **Search** button

7. You will see a list of OLRN Courses that are being offered for the specific college you have chosen. Find the OLRN course you want to take, then click **Add** button on the right of the course you are selecting.

8. Under the **Confirm Dates** window, put in a start date only. You can put in the date that you are registering for the course and click on **Confirm**.
9. Under the Summary section, located at the lower right side of the window, your selection will be pending until you click the **Submit** button. (Note: You may have to scroll down to see the submit button within this section.) Once you click **Submit**, the status will change to **Registered** and registration for the OLRN course is complete.

![Course Selection Table]

**Return to your ACES home page.**

Select one of the options to go to the OLRN Course

Select: Canvas on the home page.

Or

Select: ![My Courses] on the menu bar