

## Human Services

### **Advancing Futures bursary program Online Orientation**

**All students MUST complete this Mandatory Online Orientation!**

### **How Do I Get Started With The OLE System?**

Go to: <https://afb-acsexternal.ole.alberta.ca/student/default.aspx?parms=1>

The screen below will come up.

**Government of Alberta**  
Children and Youth Services

**ADVANCING futures** OLE Online Learning Environment  
A Bursary Program for Youth in Government Care

**Login**

Username:

Password:

[Forgot your password?](#)

[New User?](#)

**Enter the Username and Password provided to you in the letter we mailed you.**

**If a Username and Password were not included in the letter you received, please contact Advancing Futures at 780-415-0085 or HS.AdvancingFutures@gov.ab.ca**

# How do I begin the Online Orientation?

Government of Alberta  
Children and Youth Services

ADVANCING futures  
A Bureau Program for Youth in Government Care

Welcome Marilyn Monroe Last Logged On: --

My Mandatory Training  
My Enrolments  
My Training Records  
My Profile  
**Training Catalogue**  
Training Calendar

My Enrolments

Online Courses

Curriculum	Start Date	Progress
------------	------------	----------

In-Class Courses

Curriculum	Start Date	Status
------------	------------	--------

Select Training Catalogue from the left side of the menu.

Government  
Home Government Search Site Map Accessibility

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Trusted sites 100%

start Launch GreenLigh... https://afb.acsex... 16 Microsoft Of... 2 Microsoft Offi... 11:51 AM

Training Catalogue

Search Filter Code Title Type Only Show Scheduled Activities

Sort By Title Ascending  Category:

**Advancing Futures** Search

To find Training Resources, enter Search criteria and press Search.

Type *Advancing Futures* in the Title field then click Search.

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start Launch Gre... https://afb... https://afb... 16 Microsof... 2 Microsof... 11:52 AM

**Advancing Futures Bursary Program Orientation should appear – see below.**

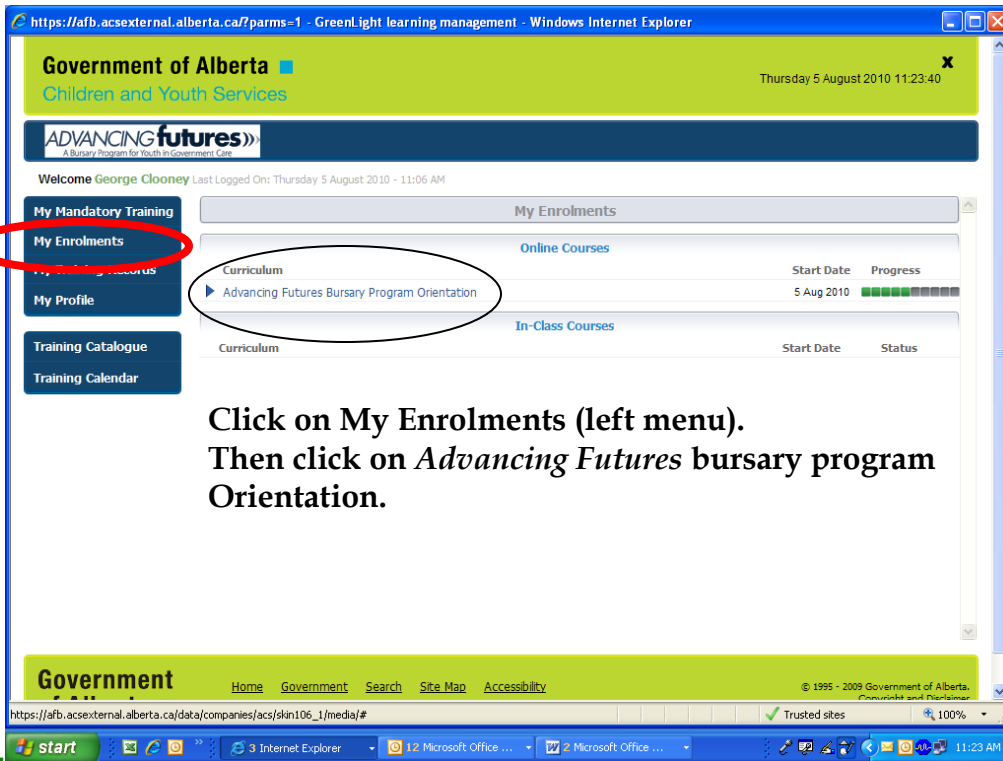
The screenshot shows a web browser window displaying the Training Catalogue search results. The search filter is set to 'Advancing Futures'. The results table shows one item: 'Advancing Futures Bursary Program Orientation' with code 'AFB'. An 'Add to My Training' link is visible to the right of the item. A dialog box titled 'View Internet Explorer' is overlaid on the screen, asking for confirmation to add the item to training. The dialog box contains the text: 'You are about to add the following to your training: Advancing Futures Bursary Program Orientation. Do you wish to continue?' with 'OK' and 'Cancel' buttons.

- Click “Add to My Training” on the right hand side.
- A message will appear to ask if you want to add the online orientation to your training. Click OK.

**Once you have added the Orientation to “My Training click on the ‘X’.”**

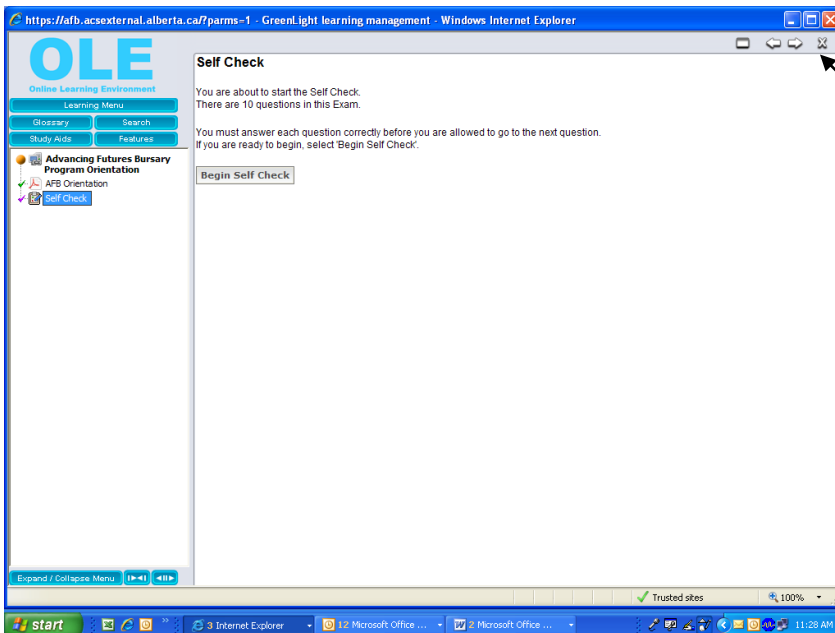
The screenshot shows the same Training Catalogue search results as the previous image. The 'Add to My Training' link is now highlighted in red. The 'X' button in the top right corner of the browser window is circled in red. An arrow points from the text 'Click here to exit out of the screen.' to the circled 'X' button.

Click here to exit out of the screen.



Click on My Enrolments (left menu).  
Then click on *Advancing Futures* bursary program  
Orientation.

Review each slide carefully, and click the Self Check tab on the left-hand side of the screen.  
Complete the exam; you must get 100% to pass.



Once you have completed  
the self check click the  
small 'X'.

NOTE: If you click the **RED**  
**X** it will close the website  
and you'll have to  
start again!

https://afb.acseexternal.alberta.ca/?parms=1 - GreenLight learning management - Windows Internet Explorer

Government of Alberta  
Children and Youth Services

Thursday 5 August 2010 11:34:31

ADVANCING futures  
A Bursary Program for Youth in Government Care

Welcome George Clooney Last Logged On: Thursday 5 August 2010 - 11:06 AM

My Mandatory Training  
My Enrolments  
**My Training Records**  
My Profile

Training Catalogue  
Training Calendar

My Enrolments

Online Courses

Curriculum	Start Date	Progress

In-Class Courses

Curriculum	Start Date	Status

To confirm you have completed the Orientation,  
click on My Training Records.

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https://afb.acseexternal.alberta.ca/data/companies/acs/skin105\_1/media/#

start Internet Explorer Microsoft Office ... Microsoft Office ... 11:34 AM

https://afb.acseexternal.alberta.ca/?parms=1 - GreenLight learning management - Windows Internet Explorer

Government of Alberta  
Children and Youth Services

Thursday 5 August 2010 11:34:51

ADVANCING futures  
A Bursary Program for Youth in Government Care

Welcome George Clooney Last Logged On: Thursday 5 August 2010 - 11:06 AM

My Mandatory Training  
My Enrolments  
My Training Records  
My Profile

Training Catalogue  
Training Calendar

My Training Records

Online Courses

[Click HERE to View My History Report](#)

Curriculum	Completion Date	Progress
Advancing Futures Bursary Program Orientation	5 Aug 2010	<div style="width: 100%;"></div>

In-Class Courses

Curriculum	Class Date	Completion Date

Print Certificate  
Review

Government  
Home Government Search Site Map Accessibility

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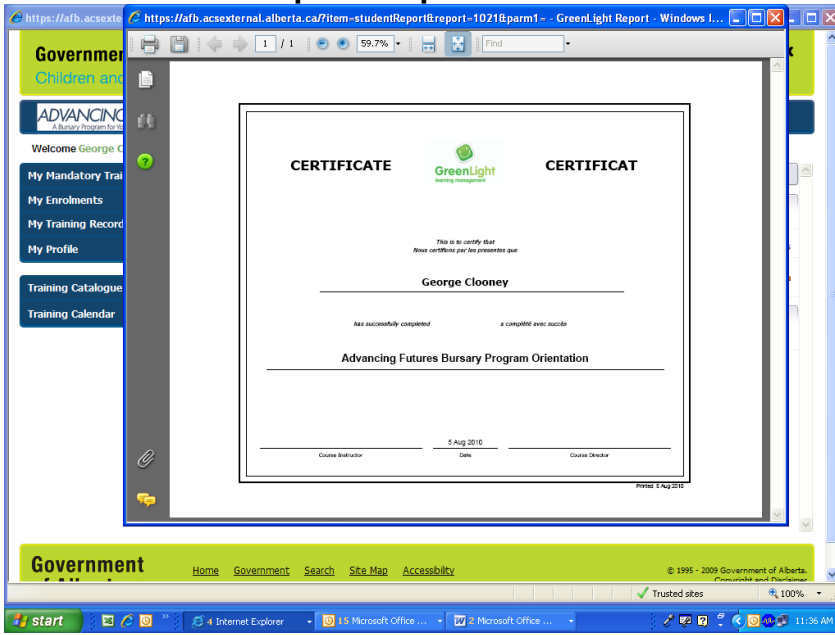
Done

start Internet Explorer Microsoft Office ... Microsoft Office ... 11:34 AM

The screen records your completion date.

When you want to review the Orientation, you should return to this screen and click on "Review."

You also have an option to print off a certificate.



You can now close down the Orientation. Once you have completed the Online Orientation, e-mail Advancing Futures at: [HS.AdvancingFutures@gov.ab.ca](mailto:HS.AdvancingFutures@gov.ab.ca)

We encourage you to go back and review the *Advancing Futures* Orientation any time that questions come up.

Good Luck with your Studies!!

The Advancing Futures Bursary Team