

# Online e-Text and Component User Guide

---

If you have not already created an account on Educational Institute Online Learning website, follow the directions for **Creating an Account** first. Otherwise, please skip directly to the directions for **Enrolling in a Course**.

## Creating an Account

1. Go to the AHLEI Online Learning website (<https://learn.ahlei.org/>), follow the instructions shown under "Is this your first time here?" **Create New account** by clicking the bottom on the right side.

[Home](#) ▶ Login to the site

---

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username

Password

Remember username

[Forgotten your username or password?](#)

### Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Please visit [here](#) for a complete guide for login and Keycode instructions.

**System Requirements for AHLEI Online Learning:**

This site requires that cookies and javascript are enabled.  
The following browsers are supported:  
Firefox Version: 25+  
Internet Explorer 9+

If you experiencing any problems with AHLEI Online Learning, please contact us by

Email at: [helpdesk@ahlei.org](mailto:helpdesk@ahlei.org)

2. Choose your username and password. Your password should each be at least six alphanumeric characters.
3. Complete the personal information fields.

▼ [Choose your username and password](#)

Username\*

The password must have at least 6 characters

Password\*   Unmask

▼ [More details](#)

Email address\*

Email (again)\*

First name\*

Last name\*

City/town\*

Country\*

▶ [Other fields](#)

▼ [Mailing address:](#)

School/Property Name

Shipping Address 1\*

Shipping Address 2

Shipping City\*

Shipping State\*

Shipping Zipcode\*

Shipping Country\*

[Cancel](#)

There are required fields in this form marked \*.

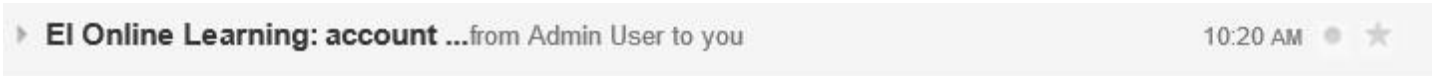
4. Click on “Create my new account” located on the lower left side of the screen. A notification will appear indicating that an email was sent to the email address you entered in the New Account form.

An email should have been sent to your address at **Sample.Email@NoEmail.com**

It contains easy instructions to complete your registration.

If you continue to have difficulty, contact the site administrator.

5. Check your email. You should have an email message stating that you have requested a new account from Admin User [helpdesk@ahla.com](mailto:helpdesk@ahla.com)



Hi American Hotel Newuser2014,

A new account has been requested at 'EI Online Learning' using your email address.

To confirm your new account, please go to this web address:

<https://learn.ahlei.org/login/confirm.php?data=FxaiHk99XG3Sagd/newuser2014>

In most mail programs, this should appear as a blue link which you can just click on.

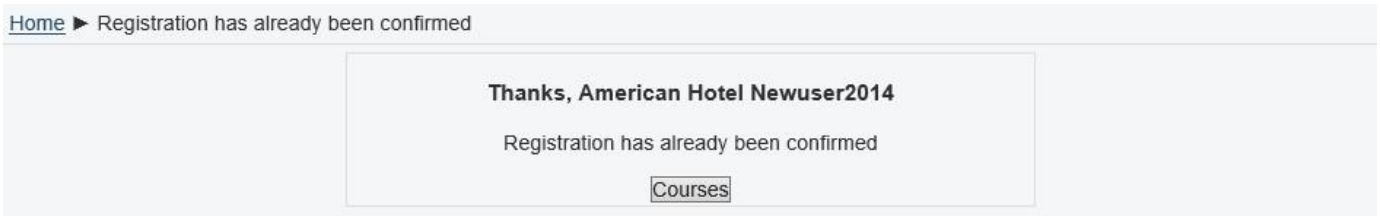
If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the American Hotel & Lodging Educational Institute (EI) site administrator,

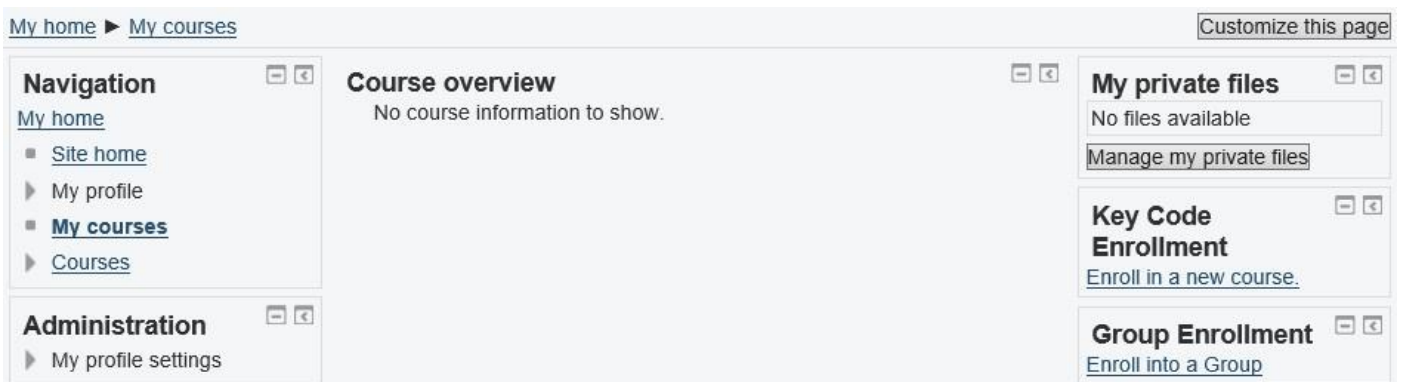
Admin User

[helpdesk@ahla.com](mailto:helpdesk@ahla.com)

6. Click on the link in the e-mail. Your account is now active, and you will be automatically signed in.



7. Once you log on the first screen you will see, is the course overview screen. Immediately after opening a new account you should have no classes in the overview.



**NOTE:**

If you are routed to the Courses screen, please select the My Home link from the Navigation menu.



8. Now you are ready to enroll into a course with a one-time use keycode. Proceed to the instructions for Enrolling into a course.



## Enrolling in a Course

1. Go to the AHLEI Online Learning website (<https://learn.ahlei.org>), and login with your username and password.

[Home](#) ▶ Login to the site

### Returning to this web site?

Login here using your username and password  
(Cookies must be enabled in your browser) ?

Username   
Password

Remember username  
[Forgotten your username or password?](#)

### Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:

1. Fill out the New Account form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Please visit [here](#) for a complete guide for login and Keycode instructions.

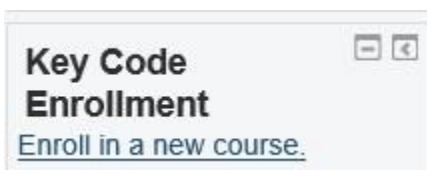
**System Requirements for AHLEI Online Learning:**

This site requires that cookies and javascript are enabled.  
The following browsers are supported:  
Firefox Version: 25+  
Internet Explorer 9+

If you experiencing any problems with AHLEI Online Learning, please contact us by

Email at: [helpdesk@ahlei.org](mailto:helpdesk@ahlei.org)

2. Click on the "Enroll in a new course" link under the Key Code Enrollment heading on the right hand side of the page.



3. Enter in your key code and click Enroll Me.

**Navigation**  
 My home  
 Site home  
 My profile  
 Courses

**Administration**  
 My profile settings

## Key Code Enrollment

**Key Code Enrollment**  
 Key Code **UR5-380-8359** x

If you are having difficulties with a key code, please make sure that you are entering the all the letters and numbers correctly. All of the letters are shown in upper case. The letter O will be more round and will not have a line through it. The number 0 will be narrower/skinnier with a line through it.

[Enroll Me](#)

4. Once enrolling the keycode, from the left hand navigation menu click on “My Courses”

[My home](#) ▶ [My courses](#) [Customize this page](#)

**Navigation**  
 My home  
 Site home  
 My profile  
 My courses  
 HTMP - Eye On Awareness

**Administration**  
 My profile settings

## Course overview

**HTMP - Eye On Awareness**

You have SCORM packages that need attention

**My private files**  
 No files available  
[Manage my private files](#)

**Key Code Enrollment**  
[Enroll in a new course.](#)

**Group Enrollment**  
[Enroll into a Group](#)

5. Under the Course Overview Click on the course title to launch the course.

[My home](#) ▶ [HTMP - Eye On Awareness](#)

**Navigation**  
 My home  
 Site home  
 My profile  
 Current course  
 HTMP - Eye On Awareness  
 Participants  
 Badges  
 My courses

**Administration**  
 Course administration  
 Grades  
 My profile settings

Name: **HTMP - Eye On Awareness**

Summary:  
 Eye On Awareness

Contents

- Eye on Awareness
- [Eye on Awareness](#)

[Enter](#)

**Recent activity**  
 Activity since Sunday, January 5, 2014, 12:25 PM  
[Full report of recent activity...](#)  
 Nothing new since your last login

6. From the Contents section, select the desired module.