

To access the AALAS Learning Library, please follow the steps below:

### **Enrollment in the Group (this should be completed once *only*):**

Prior to following these instructions, please email the Office of Research Protections in the Office of Research Services for the access code at [orp@depaul.edu](mailto:orp@depaul.edu). If you have any problems with the instructions or have questions please email Diana Alfaro at [dalfaro@depaul.edu](mailto:dalfaro@depaul.edu).

1. In an Internet browser on your computer, type in <http://www.aalaslearninglibrary.org> and hit “Enter”. Doing so will take you to the home page of the *AALAS Learning Library*.
2. On the home page, click **"Enroll Now!"**. This link is in the center of the page, to the right of the login fields.
3. Select the option "Enroll as an individual in a group, using an ACCESS CODE ". Click “Continue”.
4. Enter the Access Code. [You can obtain the access code by emailing [orp@depaul.edu](mailto:orp@depaul.edu)]
5. Enter your name, email address, and create an username and password. Click “Continue.”
6. Enter your contact information. Click “Continue.”
7. Enrollment Complete! Click “Continue.” You will now receive a confirmation email and will be able to access courses and exams immediately.

**You can access courses as soon as you complete your enrollment. Click on Animal Care and Use Courses and browse the tracks and pick which course(s) you would like to take.**

### **Returning Later to the AALAS Learning Library:**

1. In an Internet browser, type the URL address <http://www.aalaslearninglibrary.org/> and click on “Go” (or Enter).
2. Please do not re-enroll in the AALAS Learning Library. Doing so would create a new login and create multiple transcript records for you.
3. Type your login information (username and password) in the middle of the screen. Click “Go”.
  - a. If you forget your login, you may have your username or password emailed to you, provided the AALAS Learning Library has your current email address. Click on the link “forgot username or password?” and follow the instructions provided.
4. Select “Animal Care and Use Courses” from the right hand side of the screen and browse the tracks and pick which course(s) you would like to take.