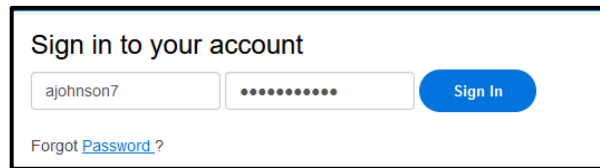


## How to Register for the OLRN

1. Log on to your ACES.



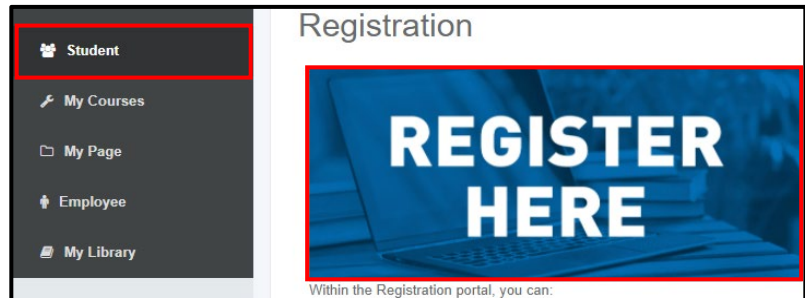
Sign in to your account

ajohnson7      .....

Sign In

Forgot [Password?](#)

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



Registration

Student

My Courses

My Page

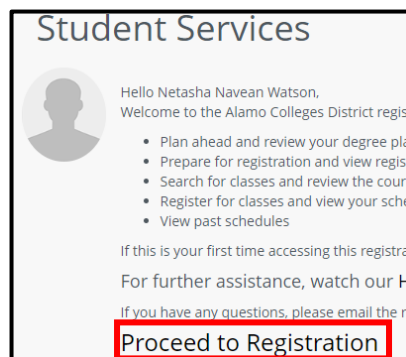
Employee

My Library

**REGISTER HERE**

Within the Registration portal, you can:

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



Student Services

Hello Netasha Navean Watson,  
Welcome to the Alamo Colleges District registration tool.

- Plan ahead and review your degree plan
- Prepare for registration and view registration requirements
- Search for classes and review the course catalog
- Register for classes and view your schedule
- View past schedules

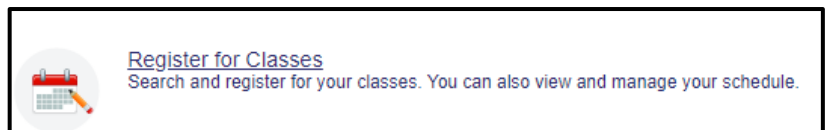
If this is your first time accessing this registration tool, you will be directed to a student survey.

For further assistance, watch our Help videos.

If you have any questions, please email the registration support team.

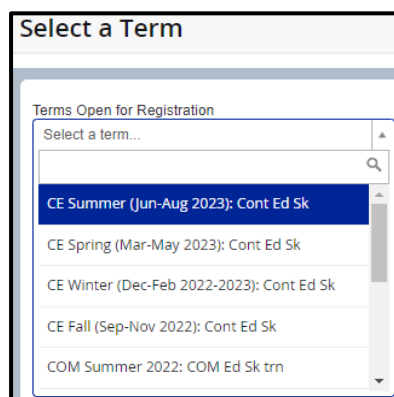
**Proceed to Registration**

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.)*



**Register for Classes**  
Search and register for your classes. You can also view and manage your schedule.

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**



Select a Term

Terms Open for Registration

Select a term...

- CE Summer (Jun-Aug 2023): Cont Ed Sk
- CE Spring (Mar-May 2023): Cont Ed Sk
- CE Winter (Dec-Feb 2022-2023): Cont Ed Sk
- CE Fall (Sep-Nov 2022): Cont Ed Sk
- COM Summer 2022: COM Ed Sk trn

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

Find Classes | Enter CRNs | Plans | Schedule and Options

Enter Your Search Criteria ⓘ  
Term: Summer 2022

1 Subject (ex. ENGL)

2 Course Number (ex. 1301)

Subj&Course# (ex. ENGL1301)

Keyword

3 College

PartOfTerm (ex. 8 Weeks Flex I)

[Advanced Search](#)

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

Find Classes | Enter CRNs | Plans | Schedule and Options

Search Results — 2 Classes  
Term: Summer 2022 Subject (ex. ENGL): Orientation to Online Learning Col

CRN	College	Subject	Course Nu	Title
18701	SPC	OLRN	0001	Orientation to Online Lear... Lecture
18702	SPC	OLRN	0001	Orientation to Online Lear... Lecture

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.

Confirm Your Dates

Title	Subject	Course	CRN	Section	Hours	Duration	Start Date	End Date
Orientation to Online Learning	OLRN	0001	18701	002	0	4 WEEK	<input type="text" value="03/23/2022"/>	<input type="text" value="04/19/2022 to 09/07/2022"/>



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.

Summary						Tuition and Fees
Title	Details	Hours	CRN	Schedule Type	Status	Action
<a href="#">Orientation to Online Learning</a>	OLRN 0001, 002	0	18701	Lecture	Pending	**Web Registered**
<a href="#">Elementary Statistical Methods</a>	MATH 1342, 018	3	19500	Lecture	Registered	None
<a href="#">Introduction to Speech Comm...</a>	SPCH 1311, 005	3	11319	Lecture	Registered	None
<a href="#">Music Appreciation</a>	MUSI 1306, 008	3	10766	Lecture	Registered	None
<a href="#">United States History I</a>	HIST 1301, 031	3	10039	Lecture	Registered	None

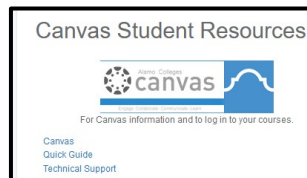
Total Hours | Registered: 12 | Billing: 12 | CEU: 0 | Min: 0 | Max: 17

**Submit**

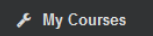
## Return to your ACES home page.

Select one of the options to go to the OLRN Course

Select: Canvas on the home page.



Or

Select:  on the menu bar