

Year 2 HTMP Online Learning!
STUDENT INSTRUCTIONS
Login page: <http://learn.ahlei.org>

Welcome to the online component for the Hospitality and Tourism Management Program (HTMP). Your online courses will be accessed using the one-time use keycode shown below. Please follow the instructions provided in order to begin your online learning.

Your One-Time Use Keycode: (case sensitive)

Step 1 - How to create a new user account
To set up your new user account and gain access to AHLEI's online components, you must:

1. Use this link: <http://learn.ahlei.org>, follow the instructions shown under "Is this your first time here?"
2. Choose your username and password. Your password should be at least six alphanumeric characters.
3. Complete the personal information fields.
4. Click on the "Create my new account" button located on the lower right side of the screen.
5. Check your e-mail. You should have received an e-mail message stating that you have requested a new account.
6. Click on the link in the e-mail. Your account is now active, and you will be automatically signed in.
7. Locate the Navigation menu on the left side of the My Home screen.
8. Click the arrow next to "Courses." Once expanded, a list of available courses and online components will be displayed. This does not indicate that you are enrolled in these courses.
9. Step 2 will show you how to activate your courses.

Step 2 - Entering your one-time use keycode

1. Locate the Keycode Enrollment box on the right side of the My Home screen.
2. Click on the "Enroll in a new course" link located in the box.
3. The Course Enrollment page will appear.
4. Enter the One-Time Use Keycode provided above into the "Enter Keycode" box.

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