



Activating Your OLE Account

To activate your OLE account:

1. Go to the OLE website at <http://onlinelearningexchange.com/>, and click **Sign Up**.
2. Click **Start Now**.
3. Click **Enter Your School Code**.
4. Enter your six-digit school code.
5. Enter your school name or zip code and select your school from the list that appears.
 - If you don't see your school listed, you can click **Advanced School Search** to enter more school details or click **Don't see your school?** for technical support.
 - If the school you selected is incorrect, click **Not your school? Search again** to clear the field.
6. Once you've found your school, click **Next**.
7. Enter your personal information. Note the fields with the orange dots are required. When you're done, click **Next**.
8. Enter your account information, starting with your username. Your username must be unique across all of OLE.
9. Enter your password. Your password must be at least eight characters long and contain one number or special character. Do not include blank spaces, your name, or your username in your password.
10. Click **Next** to review your information.
11. Click **Previous** if you need to go back and make any changes or click **Finish** if everything is correct.
12. Click **Log In** to start accessing the dynamic resources in OLE to enhance your lessons and engage your students.

Please note: If you encounter any issues, please call the OLE Support Crew toll free at 1-800-234-5832.