



Obtaining Your OLE School Code

You can easily activate your OLE account, but you will first need your school code.

To obtain your school code:

1. Go to the OLE website at <http://onlinelearningexchange.com/>, and click **Sign Up**.
2. Click **Start Now**.
3. Click **Request a School Code**.
4. Enter your email address.
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 **Request**. You will see a confirmation box stating that your school code request has been submitted for approval. Once approved, your code will be sent to the email address you provided.

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