



# Graduates Page Instructions

## Graduates: Creating an Account and Logging In

1. Go to <https://www.academyoflearning.com/graduates/>
2. Click “Graduates Login”
3. Click “Register Now”
4. Enter
  - a. First name
  - b. Last name
  - c. Email
  - d. Password
  - e. Confirm password
5. Click “User Type” drop-down menu and select “Student/Graduate”
6. Click “Campus” drop-down menu and select your campus of study
7. Check the box next to “I have read and agree to the Terms of Use” after you have read the terms of use
8. Click “Register”
9. Check your email inbox for a confirmation email. It may be in your junkbox.
10. Click the Link in the confirmation email.
11. Return to <https://www.academyoflearning.com/graduates/login/>
12. Enter your email address and the password you selected
13. Click “Login”



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## Graduates: Creating and Submitting Your Profile

1. Go to <https://www.academyoflearning.com/graduates/>
2. Click "Graduates Login"
3. Enter your email and password to login
4. Under "Upload Resume", click "Upload" and navigate to your resume. Once you have found your resume, click it, then click "Open"
5. If applicable, under "Upload Testimonial", click "Upload" and navigate to your testimonial. Once you have found it, click it, then click "Open"
6. Under "City of Residence", enter your city of residence
7. Click "Province of Residence" drop-down menu and select your province of residence
8. Click "Program of Study" drop-down menu and select your program of study
9. Click "Campus" drop-down menu and select your campus
10. Click "Date of Graduation" field and select the date you graduated from the program
11. Choose "Yes" or "No" next to "Are you willing to re-locate?"
12. In the "LinkedIn" field, paste the link to your LinkedIn profile if you have one
13. In the "Indeed" field, paste the link to your Indeed profile if you have one
14. In the "Link to your portfolio" field, paste the link to your portfolio if you have one
15. Check the box next to "I have read and agree to the Terms of Use"
16. Click "Save Profile"

NOTE: a staff member will need to approve your profile before it is listed on the website. Once approved, you will receive an email notification.

# Graduates: Updating Your Profile

1. If you get hired, you can mark that on your profile. You can also make updates to your profile by logging in at <https://www.academyoflearning.com/graduates/login/>
  2. To make any updates, follow the steps required when initially setting up your profile and only change the items you wish to update.
  3. To let us know you have been hired (or to de-list your profile for some other reason), go to the bottom of the page and check the box next to “De-list your profile from the AOLCC Graduates Page” and select “I found employment” or “Other” and click “Submit”
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