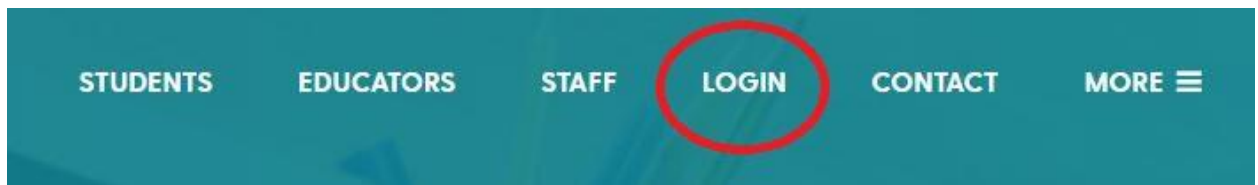


This document is intended to help users login to ADLC's Student Information System (SIS).

When your account was set up in ADLC's SIS, an email containing your SIS login information was sent to the email address that was provided for your account. Please check your email to retrieve your SIS login information and then proceed to step 1 below.

Note: If you did not receive the email with your login information, please trigger the email to be sent again. See page 2 below for instruction.

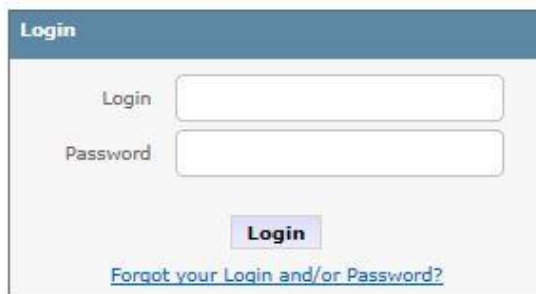
1. Using Google Chrome, go to www.adlc.ca.
2. Click **LOGIN**.



3. Click **SIS**.



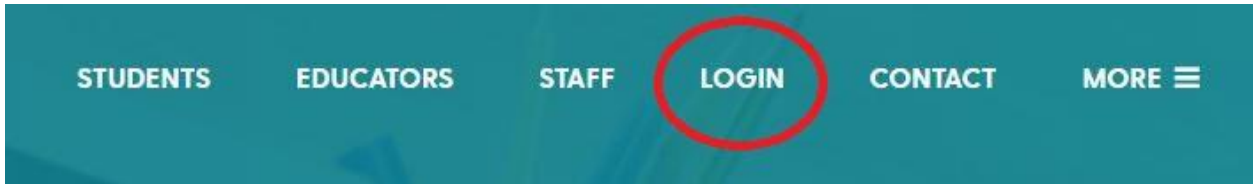
4. Enter the Login and Password that were provided to you in the email.

A screenshot of the login form. It has a blue header with the word 'Login'. Below the header are two input fields: 'Login' and 'Password'. Below the input fields is a blue 'Login' button. At the bottom of the form is a link that says 'Forgot your Login and/or Password?'.

5. Click **Login**.
6. You will now be on your Dashboard in SIS and can proceed.

If you did not receive an email with your login information, please follow the steps below to trigger the email to be sent.

1. Using Google Chrome, go to www.adlc.ca.
2. Click **LOGIN**.



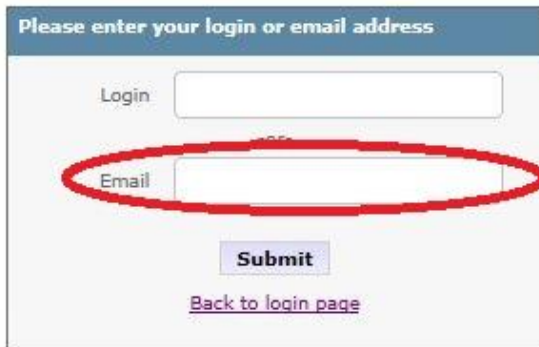
3. Click **SIS**.



4. Click **Forgot your Login and/or Password?**

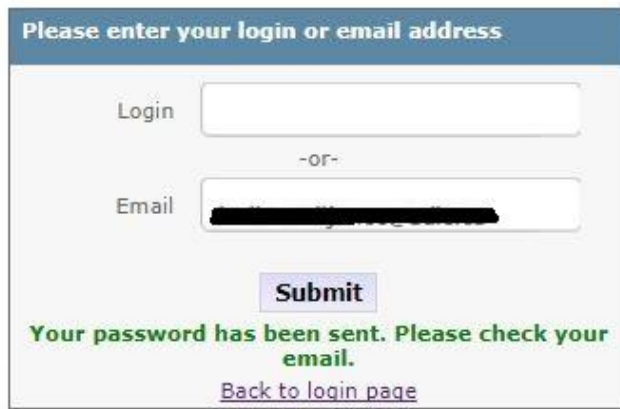


5. Enter your email address in the space provided.



6. Click **Submit**.
7. You will receive one of the following messages:

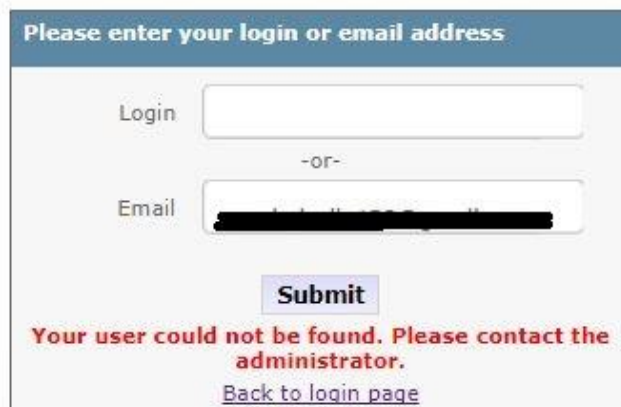
- a. "Your password has been sent. Please check your email."



The screenshot shows a login form with a blue header that reads "Please enter your login or email address". Below the header are two input fields: "Login" and "Email", separated by "-or-". The "Email" field contains a redacted address. A "Submit" button is centered below the fields. Below the button, a green message states: "Your password has been sent. Please check your email." At the bottom, there is a blue link that says "Back to login page".

If you receive this message, check your email for your login information. Once you have located that information, click **Back to login page**. Enter the Login and Password that were provided to you in the email and then click **Login**. You will now be on your Dashboard in SIS and can proceed.

- b. "Your user could not be found. Please contact the administrator."



The screenshot shows a login form with a blue header that reads "Please enter your login or email address". Below the header are two input fields: "Login" and "Email", separated by "-or-". The "Email" field contains a redacted address. A "Submit" button is centered below the fields. Below the button, a red message states: "Your user could not be found. Please contact the administrator." At the bottom, there is a blue link that says "Back to login page".

If you receive this message, please contact the Learning Network Helpdesk.

If after triggering the email you STILL do not receive the email containing your username and password, please contact the Learning Network Helpdesk.

Contact

If at any time you have questions, please contact:

Learning Network Help Desk

1-866-774-5333, ext. 5378

learningnetwork@adlc.ca