



HOW TO USE THE ACCESS CODE

– Adding Members to Your Group Using the Access Code –

New group members (your personnel) may be added to your group by any of these options:

- Manually, using either the “Add Members” link.
- Semi-automatically, by distributing an Access Code for your group members to join your group. The Access Code feature saves you much time in managing your group; this feature will be especially valuable for medium to large groups.
- Automatically, via the auto-login procedures (see automated data services, requires an additional fee). This option requires institutional IT support to set up web forms to allow auto-login for your personnel onto the AALAS Learning Library from your web site.

WHAT IS THE ACCESS CODE?

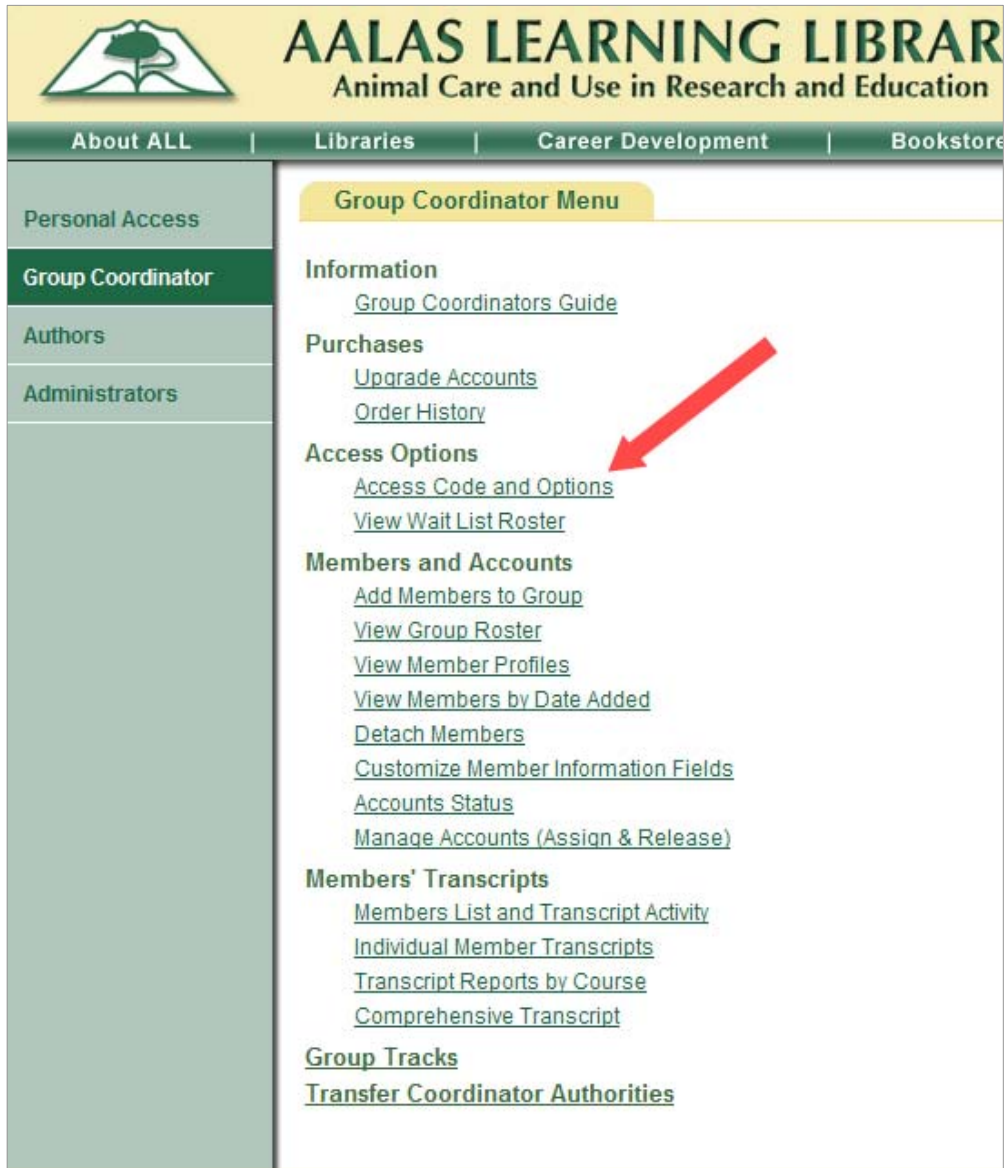
The Access Code is a code that you (the Group Coordinator) control and may change at any time. You will find it under a new menu listing (called Access Options) on the Group Coordinator page in the Subscriber Center. You may distribute the Access Code to your personnel so that they may enroll themselves in your group.

Your personnel should use the Access Code *only once* – to enroll in your group. With enrollment, they receive a login which they should use to enter the site at future times.

The Access Code does not interfere with the manual addition of new members to your group; you may continue to use the manual method. The Access Code permits the distribution of accounts which you have available. If you don't have accounts available for the individuals requesting access to the ALL, then you will receive an email notification, and you will have the option to upgrade to a higher account level.

The Access Code is available to institutional and branch groups.

To view your access code and options, click the link shown below.



The screenshot displays the AALAS Learning Library website interface. At the top, there is a logo of an open book with a green plant growing from it, followed by the text "AALAS LEARNING LIBRARY" and "Animal Care and Use in Research and Education". Below this is a navigation bar with links for "About ALL", "Libraries", "Career Development", and "Bookstore". On the left side, there is a vertical menu with options: "Personal Access", "Group Coordinator" (highlighted in dark green), "Authors", and "Administrators". The main content area is titled "Group Coordinator Menu" and contains several sections of links:

- Information**
 - [Group Coordinators Guide](#)
- Purchases**
 - [Upgrade Accounts](#)
 - [Order History](#)
- Access Options**
 - [Access Code and Options](#) (indicated by a red arrow)
 - [View Wait List Roster](#)
- Members and Accounts**
 - [Add Members to Group](#)
 - [View Group Roster](#)
 - [View Member Profiles](#)
 - [View Members by Date Added](#)
 - [Detach Members](#)
 - [Customize Member Information Fields](#)
 - [Accounts Status](#)
 - [Manage Accounts \(Assign & Release\)](#)
- Members' Transcripts**
 - [Members List and Transcript Activity](#)
 - [Individual Member Transcripts](#)
 - [Transcript Reports by Course](#)
 - [Comprehensive Transcript](#)
- Group Tracks**
 - [Transfer Coordinator Authorities](#)

ACCESS CODE OPTIONS

In the text box, you will find your pre-assigned Access Code. You may change this code by simply typing in a new code and clicking the Submit button. You may change this option at any time.

Personal Access

Group Coordinator

Authors

Access Code log out

The access code is used to allow individuals to register automatically in the ALL and associate themselves with your group.

If you would like to change your access code, enter a new code in the field below. Please be aware that access codes must be unique among groups.

Access code: (20 characters maximum)

Select one of the following options to be used when an individual joins your group using the access code:

Give the individual an active account.

Place the individual on a waiting list. You will then have the option of giving this person an account, detaching him/her from the group, or leaving him/her on the waiting list.

You have a choice of two options of how your personnel may access the ALL by using the Access Code. Select the option you wish to provide access to courses by choosing one of the two radio buttons:

1) **Low Security** – Give the individual an active account.

In this option, the individual receives an active account immediately when he/she enrolls in your group using your Access Code. No further action is needed on your part.

2) **High Security** – Place the individual on a waiting list.

In this option, the individual does NOT receive an active account automatically. When he/she enrolls in your group using your Access Code, this individual is placed in a Wait List for you (the Group Coordinator) to approve, delete, or keep on the Wait List until you complete your review.

USING THE WAIT LIST OPTION (HIGH SECURITY)

If individuals enter your group's Wait List, you are sent an email within 24 hours notifying you that there are new people in your Wait List. You must log in to the ALL to view these individuals and take the actions desired (view the screen shot below).

Any individuals you approve will receive an active account and an email notification that they now have access to courses. Those individuals whom you do not approve can either:

1. Be detached from your group and notified accordingly by email.
2. Can remain on the Wait List.

When you click on the Wait List Roster link, you will see all individuals who have requested access via the Access Code. Click on the "Approve or detach members" link as shown below to have the option of giving them an active account, detaching them, or leaving them on the Wait List.

Wait List Roster log out

AALAS_{Test2000}Pam has 3 members on the wait list. You can arrange the table by name or date registered by using the sorting links to display the data in ascending or descending order (Sort Asc, Sort Desc).

For any wait-listed individuals, your options are to approve them (and give them an account), or to detach them, or to keep them on the wait list. Please use the links below the table.

	Name	E-mail	Date Registered
	Sort Asc		Sort Asc
	Sort Desc		Sort Desc
1	Duffee, George	x	04/17/07
2	Duffee, Sophie	x	04/17/07
3	Duffee, Ted	x	04/17/07

[Approve or detach members on the wait list](#)

[Members who have logged in](#)

[Members who have not logged in](#)

[Add Members](#)

[Manage Accounts \(Assign & Release\)](#)

Select the appropriate radio button for the action you wish to take with each individual and then click the Submit button.

Group Coordinator log out

AALASTest2000Pam has 3 members. on the wait list.

	Name Sort Asc Sort Desc	E-mail	Date Registered Sort Asc Sort Desc	Assign an Account	Detach	Leave on Wait List
1	Duffee, George	x	04/17/07	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Duffee, Sophie	x	04/17/07	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Duffee, Ted	x	04/17/07	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

On the next screen, you will have the opportunity to review your choices.

Click the Submit button to accept your choices and to complete your review of the Wait List.

Group Coordinator log out

You have chosen to **give an account** to the following new members.

	Name	E-mail	Date Registered
1	Duffee, George	x	04/17/07

You have chosen to **detach** to the following individuals.

	Name	E-mail	Date Registered
1	Duffee, Sophie	x	04/17/07

Click the submit button to approve or detach the selected individuals. Click the Cancel button to return to the Wait List Roster.

EXAMPLES OF DISTRIBUTING YOUR ACCESS CODE

Consider these examples of how you may want to distribute your Access Code and instructions for joining the group to your personnel:

- 1) Give out the Access Code at the conclusion of an orientation meeting or class.
- 2) Send the Access Code via emails to personnel (mass emails or emails to selected individuals).
- 3) Post the Access Code on your Intranet site for animal research training.

INSTRUCTION TEMPLATE FOR GROUP MEMBERS USING ACCESS CODES

The following instructions template may be adapted to provide your personnel with instructions for enrolling in your group via an access code.

To access the AALAS Learning Library, please follow the steps below:

Enrollment in the Group (this should be completed once only):

1. In an Internet browser on your computer, type in <http://www.aalaslearninglibrary.org> and hit "Go" (or Enter). Doing so will take you to the home page of the *AALAS Learning Library*.
2. On the home page, click "Enroll Now!". This link is in the center of the page, to the right of the login fields.
3. Select the option "Join a Group". Click "Continue".
4. Enter the Access Code: [your group's access code here, and delete the brackets] (no spaces; not case-sensitive). Click "Continue".
5. Choose a username and password. [OPTIONAL: Your username must be your complete institutional email address Example: firstname.lastname@aalas.org.] Click "Continue."
6. Enter your contact information. [OPTIONAL: If you have any required fields, you will want to mention that here. Example: Please note that there are several required fields, including "Employee ID."]
 - a. Employees are required to enter their Employee ID. This number can be found in the upper left hand part of their Time Reports or by contacting their office administrator.
 - b. [OPTIONAL: Provide instructions for non-employees. Example: Non-employees should enter "11111".]
 - c. All employees are encouraged to enter their work address for "Address."

- d. Select “No” (default) for *ALL Listserve Subscription*.
7. Click “Continue.”
8. Enrollment Complete! Click “Continue.” You will now receive a confirmation email and will be able to access courses and exams immediately.

Note to Group Coordinator: You will want to append one of the following to your instructions depending on whether you have selected the immediate activation option or the Wait List option. Depending on the option selected by the group coordinator, one of two situations will occur:

1. **If you selected the option to give individuals immediate access, use this text:**
You can access courses as soon as you complete your enrollment. Click on Animal Care and Use Courses and begin your training.
2. **If you selected the option to place individuals on the Wait List, use this text:**
The AALAS Learning Library Group Coordinator will review your request for an account before granting you access to courses. You will be placed on a Wait List and your Group Coordinator will be notified by email within 24 hours. When your Group Coordinator approves your request for access, you will receive an email notifying you that you may now access the AALAS Learning Library.

Returning Later to the AALAS Learning Library:

1. In an Internet browser, type the URL address <http://www.aalaslearninglibrary.org/> and click on “Go” (or Enter).
2. Please do not re-enroll in the AALAS Learning Library. Doing so would create a new login and create multiple transcript records for you.
3. Type your login information (username and password) in the middle of the screen. [OPTIONAL: Provide a reminder if username is based on institutional email address.] Click “Go”.
 - a. If you forget your login, you may have your username or password emailed to you, provided the AALAS Learning Library has your current email address. Click on the link “forgot username or password?” and follow the instructions provided.
4. Select “Animal Care and Use Courses” from the right hand side of the screen.
5. Select the track that best matches your responsibilities. [OPTIONAL: Name any group tracks used.]