American Legion Auxiliary Academy
Quick Reference Guide

How to get to the ALA Academy (a picture step by step is located on Page 3):
https://www.alaforveterans.org/ala-academy/

1. For now, you need to use a desktop computer or laptop or tablet to take the online courses. Please do not utilize a smartphone to take the course. (explained further down)
2. Once you are logged into the ALA Website, you will be redirected to the ALA Academy page. Click the blue button, "Click here to launch the ALA Academy." This will open the Academy in a separate window.

Once in the ALA Academy:

3. Select "Visit your LMS Catalog" on the right of the screen
4. Select: "Enroll in ALA 101" – do this course first. Then next time select: "Enroll ALA Communications 201"
5. Hit the "Launch button".

Helpful hints and reminders:

The actual courses open in a separate window, which means it may take a couple of extra steps to get to the content.

Your "Pop-up Blocker" may be triggered, since the courses open in a separate internet browser window. Below are instructions for PC Internet browsers as all browsers are different. The pop-up blocker button is in a different location on Explorer, Chrome, or Firefox.

Internet Explorer:

1. Open Internet Explorer, select the Tools menu , and then select Pop-up Blocker.
2. Turn off Pop-up Blocker.

If you have a newer version of Internet Explorer:

1. Open Internet Explorer, select the Tools button , and then select Internet options.
2. On the Privacy tab, under Pop-up Blocker, select or clear the Turn on Pop-up Blocker check box, and then select OK.

Firefox:

1. From the Tools menu, select Options.
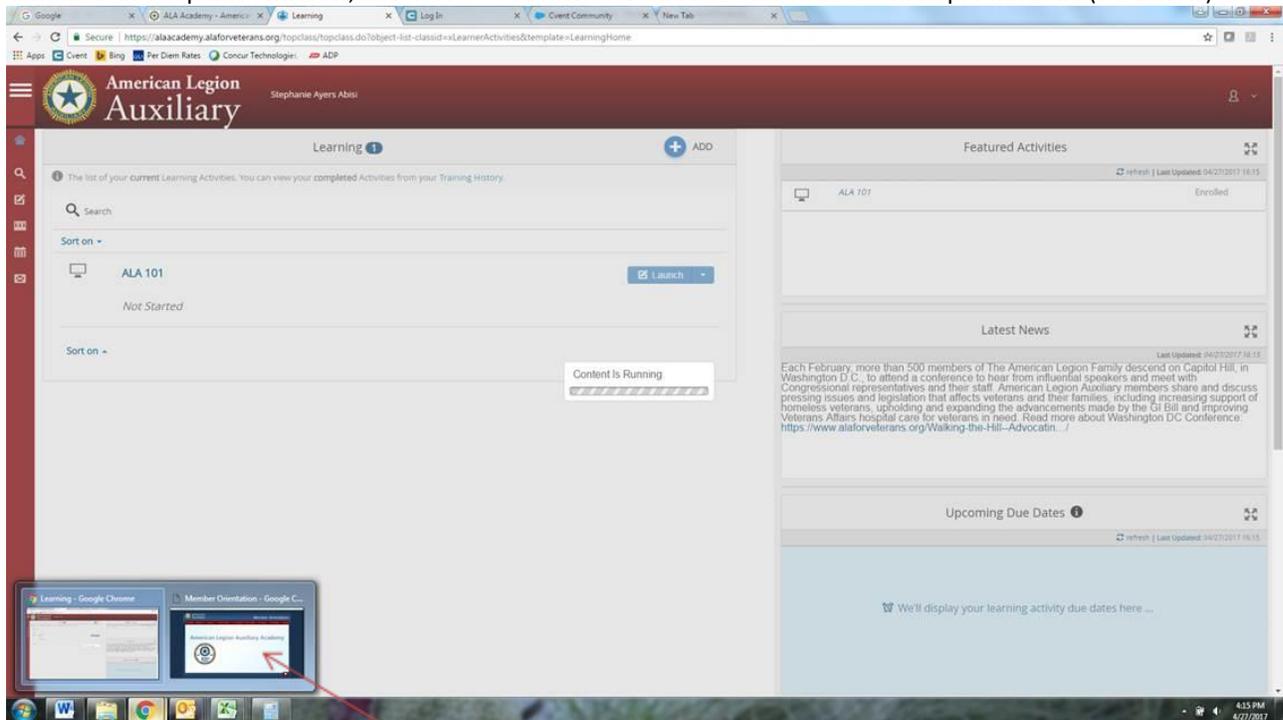2. 2. From the Content tab, uncheck Block Popup Windows and click "OK".

Google Chrome:

1. In the top-right corner of Chrome, click the Menu> **Settings**.
2. At the bottom of the page, click **Show advanced settings**.
3. In the "Privacy" section, click the **Content settings** button.
4. In the "Pop-ups" section, select **Allow...** or **Do not allow...**. Customize permissions for specific websites by clicking **Manage exceptions**.
5. If you're trying to remove pop-ups and they don't go away, you might have an unwanted program that can likely be removed

Using a Mac or Apple Device? If you use an iPad or Mac Computer to take the course utilizing Safari, to disable the pop-up blocker:

1. Go to Settings
2. then Safari.
3. Under the general section in the Safari settings, slide the Block Pop-ups to the "off" position.

Once you have disabled the pop-up blocker, you may see a message that says "Content is running."   Since the content is in a separate window, hover over the browser at the bottom to see the multiple windows (see below)

To get to the content, just hover over your internet browser (example is Chrome) and the other window that is open.
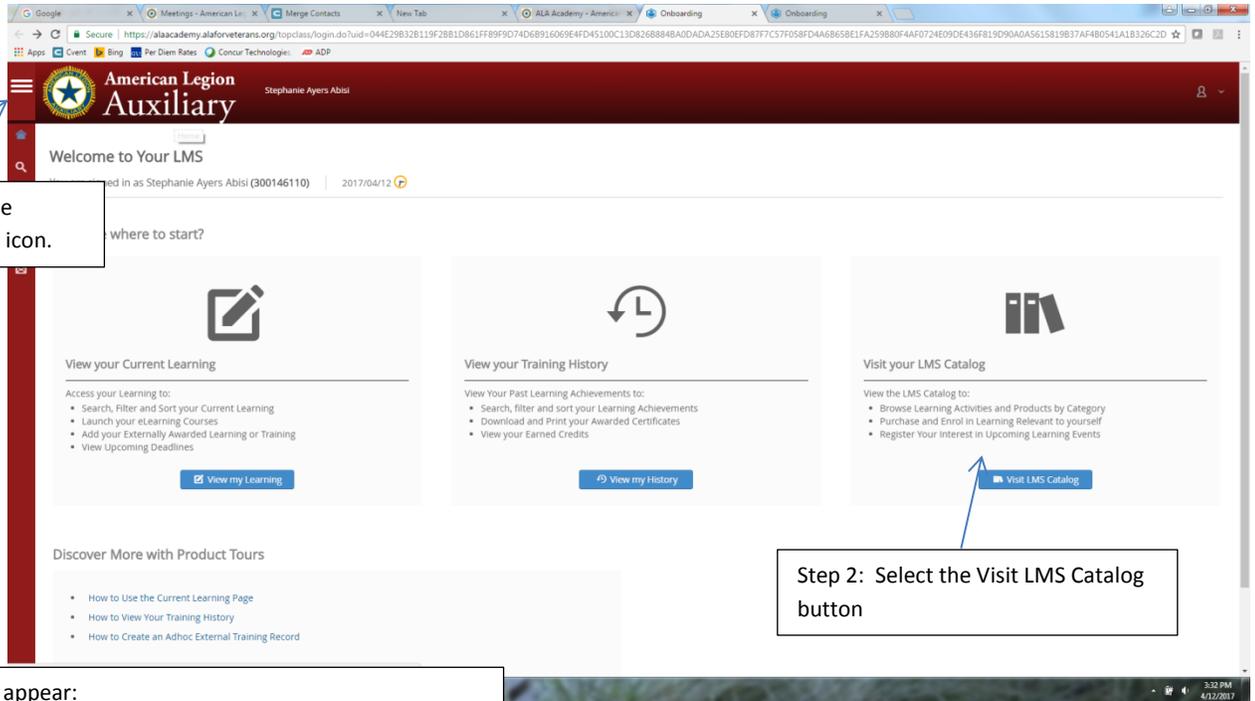
Note:
Both courses have several links that will lead you to the ALA Website or other courses – these will open in new windows. Just remember to find the separate window in which your course launched to continue taking it.
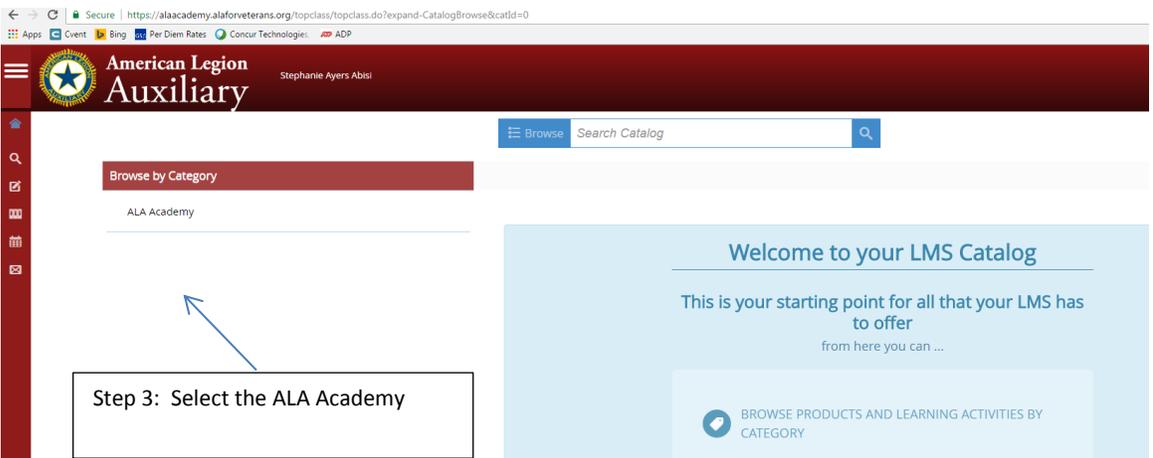
Want to use a smartphone or other small device? Be patient, we are not there yet. We are still implementing technical aspects for the Academy to work on these smaller devices. Ultimately, it will be compatible across most platforms. The courses are large, so taking them on a smartphone would use a lot of data and memory.

Having trouble accessing the courses? Please contact StrategicPlan@ALAforVeterans.org with your questions.

Picture Tutorial of Accessing the ALA Academy:

Step 1: Get back to the home screen, but hitting the home icon.

Step 2: Select the Visit LMS Catalog button

This screen should then appear:

Step 3: Select the ALA Academy

Your screen should now look like this, so that you can enroll in one of the courses.: