

How to Create Your ILAC Email Address

Step 1:

Find the **email** from **ILAC** with **your personal ILAC Email Address** & **temporary password**.

The **subject** is "Welcome to ILAC – Your Student Accounts".

Step 1: Join the ILAC Learning Management System (Moodle)

The ILAC Learning Management System is a platform that you will use to access your class.

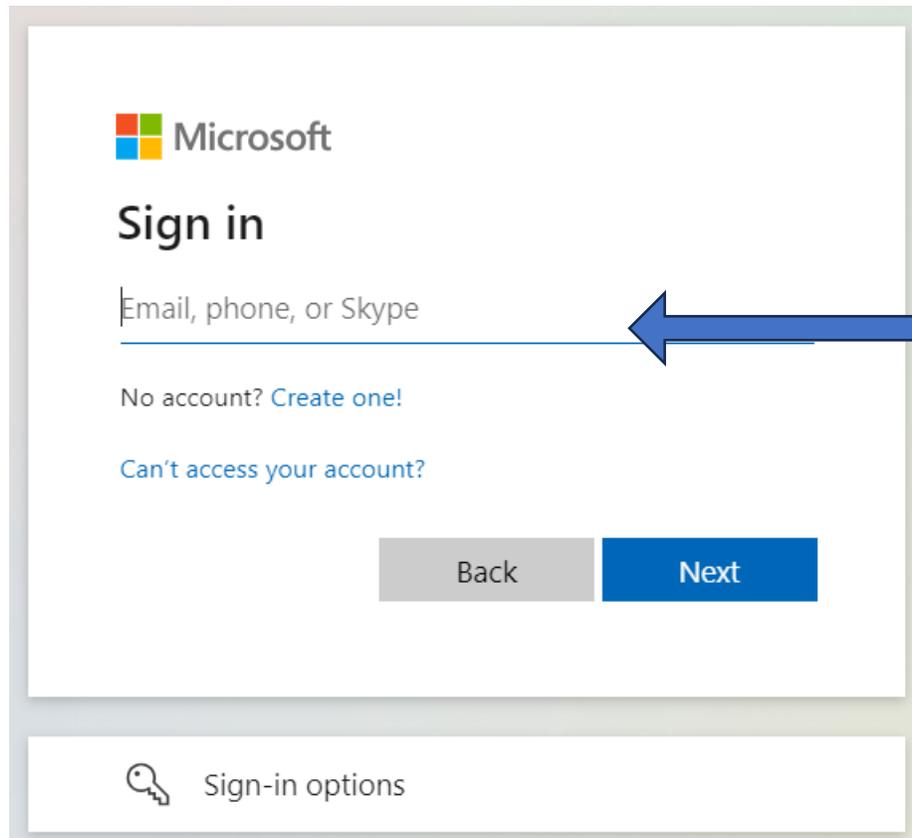
Here are your ILAC Email Account details:

- **Microsoft 365 URL:** [Microsoft 365 Account](#)
- **Email:** 345678@student.ilac.com
- **Temporary Password:** 8736473@ILAC
- **Instruction:** Attached

Your ILAC email address is your studentnumber@student.ilac.com



Step 2: Enter **your** ILAC Email Address <https://portal.office.com>



Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

 [Sign-in options](#)

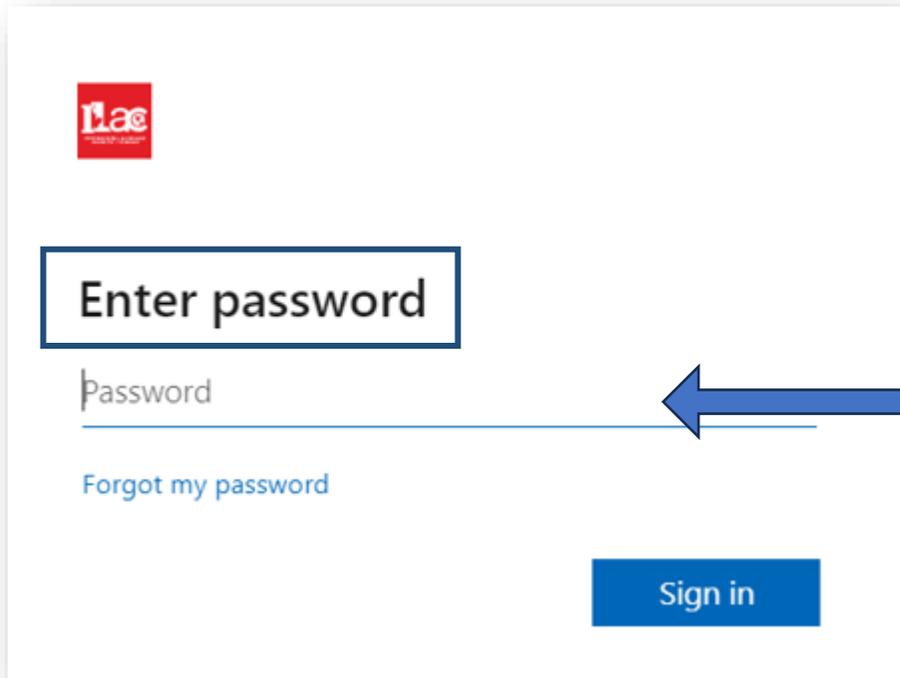
See step 1 to enter your ILAC email address:

- Microsoft 365 URL: [Microsoft 365 Account](#)
- Email: [345678@student.ilac.com](#)
- Temporary Password: 8736473@ILAC
- Instruction: Attached



**This is an *example*. This is not your ILAC email.
Please do not use the example above.**

Step 3: Enter the *temporary* password from your ILAC email



See step 1 on accessing your temporary password:

- Microsoft 365 URL: [Microsoft 365 Account](#)
- Email: 345678@student.ilac.com
- Temporary Password: 8736473@ILAC
- Instruction: Attached



This is an *example*. This is not your temporary password. Please do not use the example above.

This password is ***temporary*** and can only be used ***once*** to create your ILAC email.



Step 4:

Create your own new password
& keep it safe.

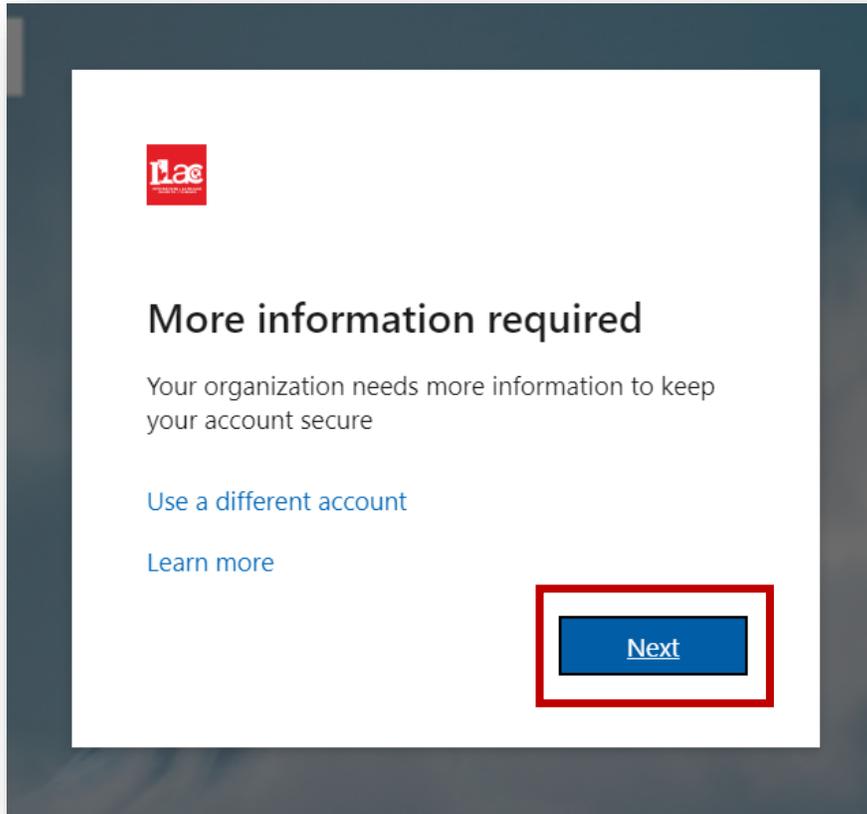


Password Requirements:

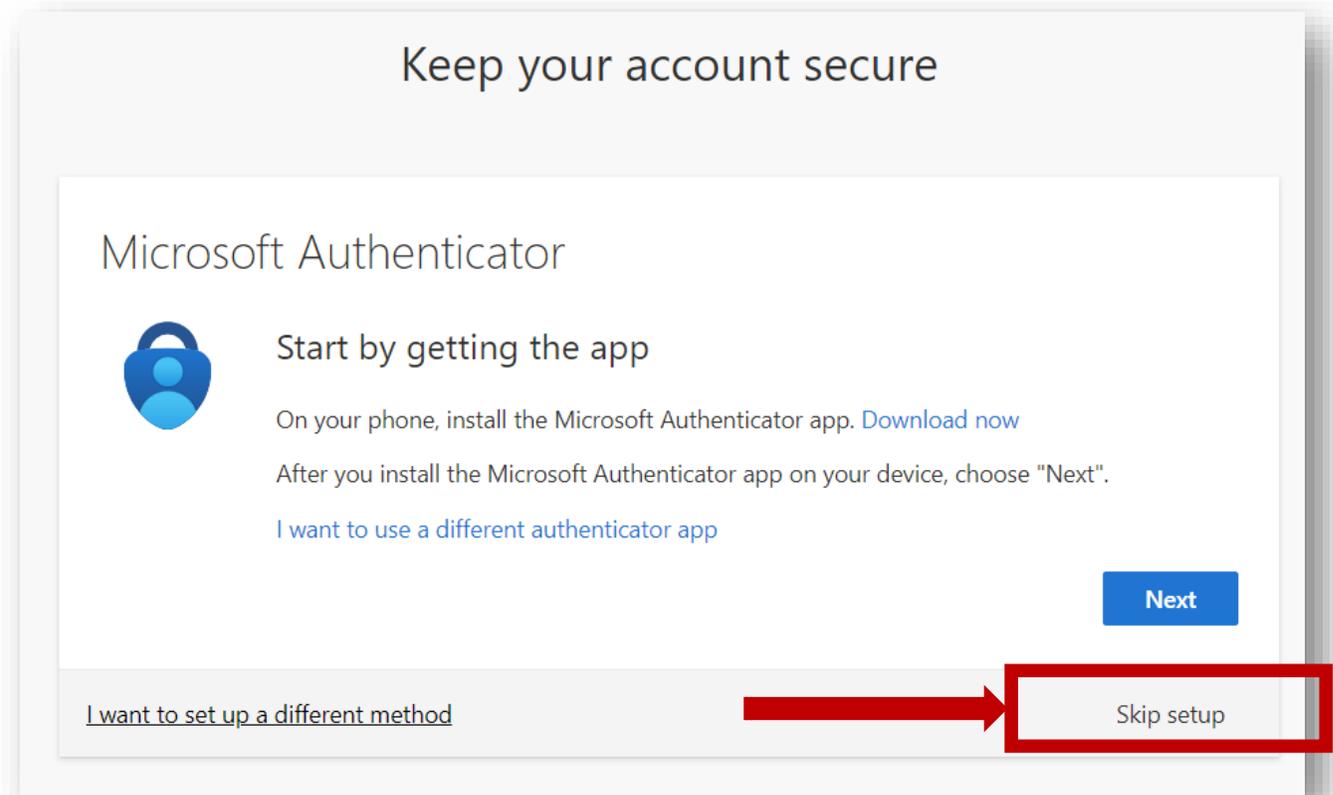
- Minimum 8 characters long
- Uppercase letters (M, L, K)
- Lowercase letters (m, l, k)
- Number (1, 2, 3)
- Symbols (@, \$, *)

A screenshot of the ILAC LMS password update form. The form is titled "Update your password" and includes a message: "You need to update your password because this is the first time you are signing in, or because your password has expired." The text "the first time you are signing in," is highlighted with a red box. Below the message are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is at the bottom right. A black megaphone icon is positioned over the "New password" field, with a white arrow pointing to the "Current password" field. The text "Your temporary password" is written in red next to the megaphone. The ILAC logo is in the top left corner of the form area.

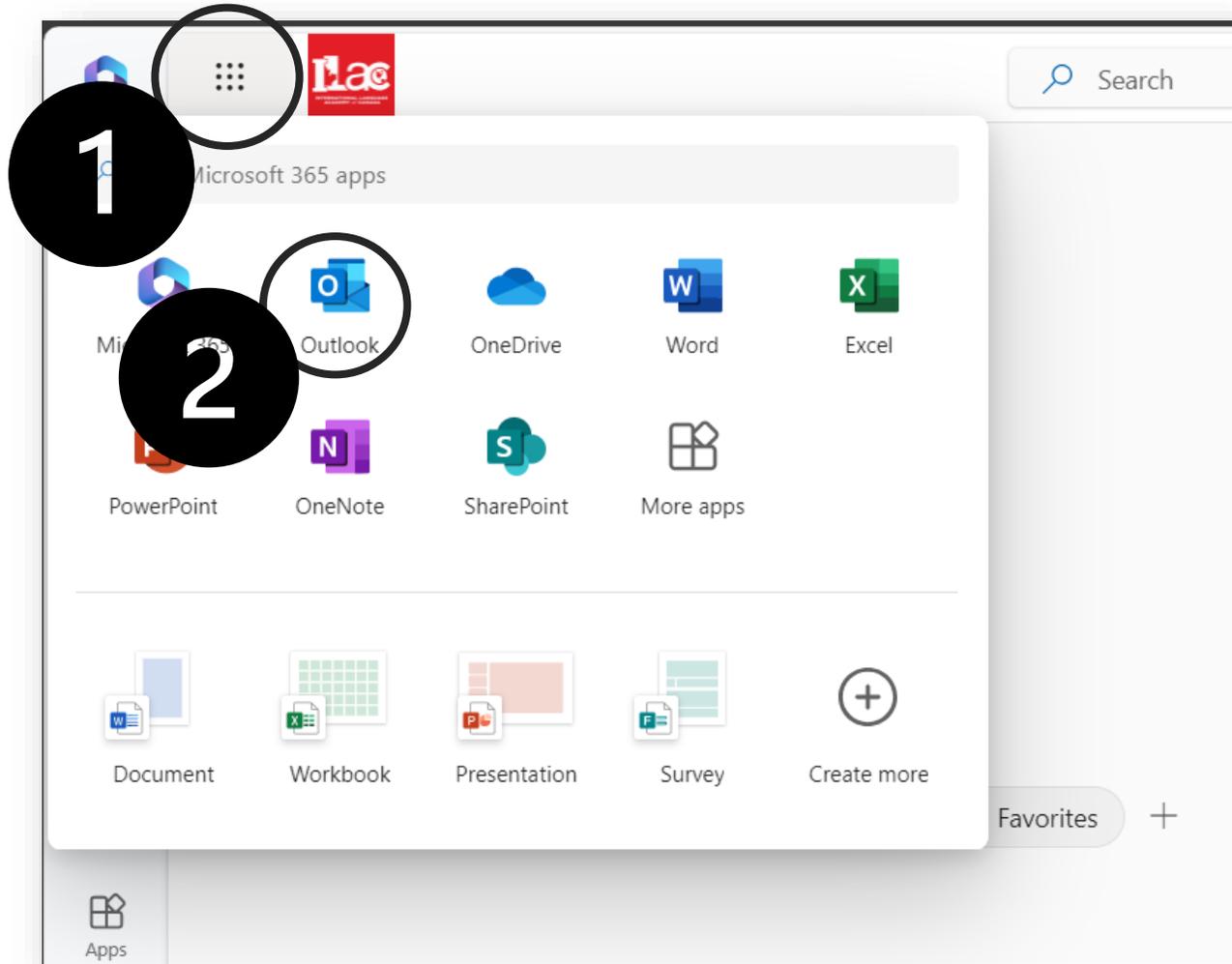
Step 5: Select “Next”.



Step 6: You can keep your account secure by adding a Microsoft Authenticator; however, you can "Skip set up" for now.



You have your new **ILAC Email Address!**



Check your ILAC Email:

1 Click 

2 Go to Outlook 

Check your ILAC email daily!
You will receive messages from
teachers, e-textbooks, test
results & more.

You also have other Microsoft 365 tools like Microsoft Word, PowerPoint, etc.

Do you need help with your ILAC Email Account?

Please join **ILAC's Student Services** team in a support session happening **every week**.

- 📅 Every Wednesday, 9:30am to 10:30am & 3pm to 4pm Eastern Time (Toronto Time)
- 📅 Every Friday, 5pm to 6pm Eastern Time (Toronto Time)
- 📅 Every Sunday, 7:45pm to 8:45pm Eastern Time (Toronto Time)



<https://ilac.zoom.us/j/88231096188>

We would love to see you in person!

How to Join Your Online Class

Step 1: Before class, log into your ILAC Email <https://portal.office.com>

Step 2: Next, go to ILAC's LMS: <https://learn.ilac.com/login/index.php>



I am a new student. When will I see my class on ILAC's LMS?

You will see your class & the Student Hub on Saturday evening before your first day!

Step 3: Click on OpenID Connect



Do I have to enter a username & password?

No! When you are logged into your ILAC email account, you can easily click **OpenID Connect**.

Remain "logged into" your ILAC Email Account every time you access ILAC's LMS. You can click "remember me".

If you have a personal Microsoft email, log out. Next, log into your ILAC email account to join your class on ILAC's LMS.



ILAC EDUCATION GROUP

Log in using your account on:

OpenID Connect ✓

Username ✗

Password ✗

Log in

Lost password?

Some courses may allow guest access

Access as a guest

Cookies must be enabled in your browser ?

Powered by Moodle Workplace

<https://learn.ilac.com/login/index.php>

Step 4: Click “My courses”



Dashboard **My courses** Site administration

Hi, Kelly! 🙌

Timetable

MON	TUE	WED	THU	FRI	SAT	SUN
UNIVERSITY PATHWAY THREE TS5-A 📅 Attendance Today, 9:00 PM » 11:59 PM						

[+ New event](#) [📅 Go to calendar](#)

Calendar

All courses ▾ [New event](#)

◀ August **September 2024** October ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun

Step 5: Select your class.

My courses

All ▾ Sort by conclusion date ▾ Search courses or programs 🔍

 University Pathway Three TS5-A

 ESL Student Hub





University Pathway Pathway Three

Class Information

Class Schedule: Timeslot 5
Time: Sunday to Thursday 9:00pm-12:00am Eastern Time (See global time zones [here](#))
Holidays: [Start Dates & Holidays 2024; 2025](#)

Step 6: You will see class resources



Step 7: Click here



TS5 Pathway Three - A



Class Announcements



Pearson Dashboard



Attendance

Step 8: Select Join when it is your class time and **enjoy** your class!!

K20-TS5-PW3-A / TS5 Pathway Three - A

TS5 Pathway Three - A

zoom

[Home](#)

[Appointments](#)

Your current Time Zone and Language are (GMT-7:00) Pacific Time (US and Canada), English [✎](#)

Upcoming Meetings

Previous Meetings

Cloud Recordings

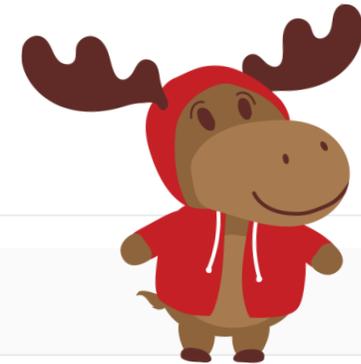
Start Time

Topic

Meeting ID

Today (Recurring)
6:00 PM

University Pathway Three TS5-A



Join



When will I see my class?

You will see your **class information** on **Saturday** evening **before your first day.**

Make sure to complete your ILAC English Test so that we can schedule you in a class.



Question: Will I receive a schedule & Zoom link?

No - you will see your class on ILAC's LMS. You will see your **class information** on **Saturday** evening before your classes start.

Question: I lost my ILAC Email password. What do I do?

Please email our Student Services team at online@ilac.com for a password reset.

Question: I can log into the LMS but I don't see my class. Where is it?

You will see it on Saturday. On Saturday if you cannot see it, here are some tips:

- Log out of any Microsoft email accounts you may have and ensure you are logged into your ILAC email account.
- Use a private/incognito window to log in.
- Our last tip is to clear your cache & cookies.

Question: When & where will I get my e-textbook?

You will receive it on Tuesday evening in your **ILAC email address**.

Question: Should I check my ILAC email every day?

Yes! You will receive communication from your teacher, e-textbook, test results, and ILAC updates & reminders.

Can I change the time zone & language in my ILAC LMS?

Yes, you can – click the area indicated by the arrow.

K20-TS5-PW3-A / TS5 Pathway Three - A

TS5 Pathway Three - A

zoom [Home](#) [Appointments](#)

Your current Time Zone and Language are (GMT-7:00) Pacific Time (US and Canada), English 

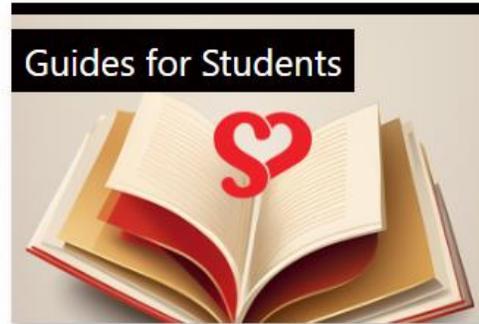
[Upcoming Meetings](#) [Previous Meetings](#) [Cloud Recordings](#)

Start Time	Topic	Meeting ID
Today (Recurring) 6:00 PM	University Pathway Three TS5-A	Join



What is the Student Hub?

You will find many student resources! Check them out!



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Please join **ILAC's Student Services** team in a support session happening **every week**.

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