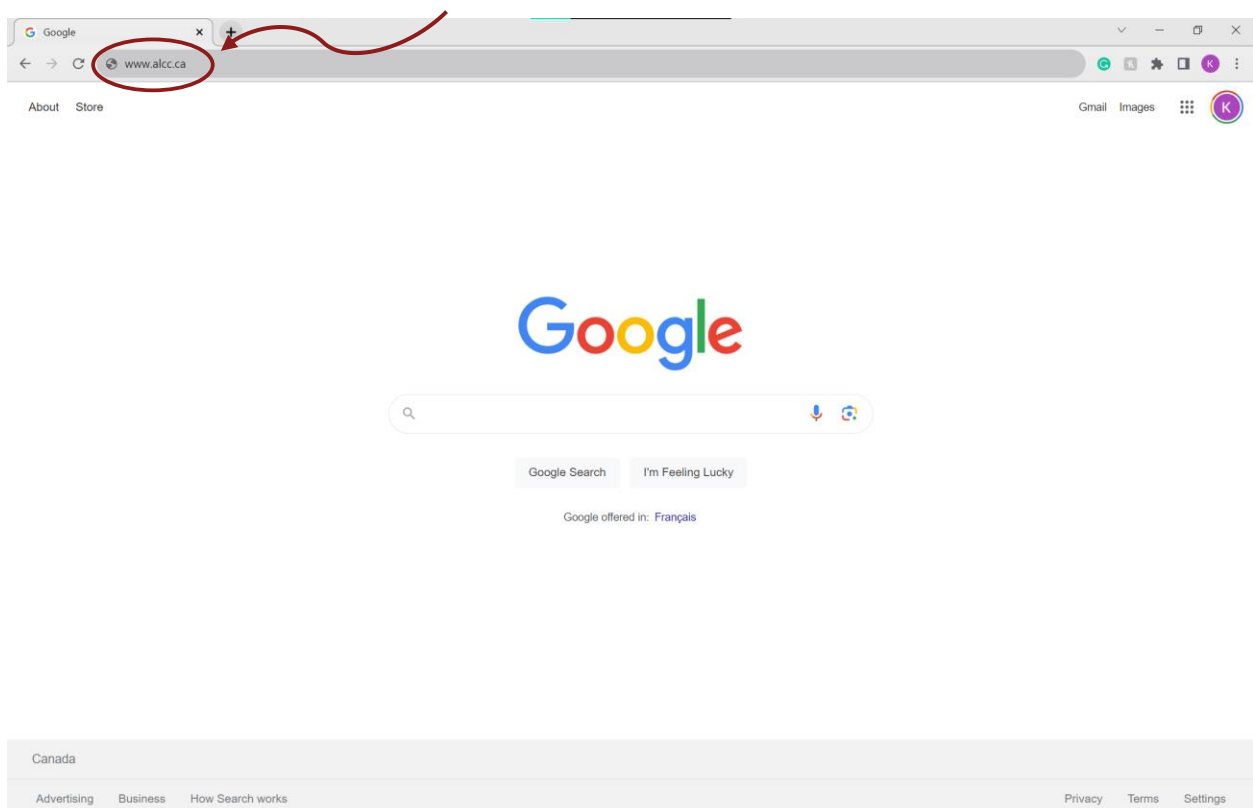


# Agent Portal Guide

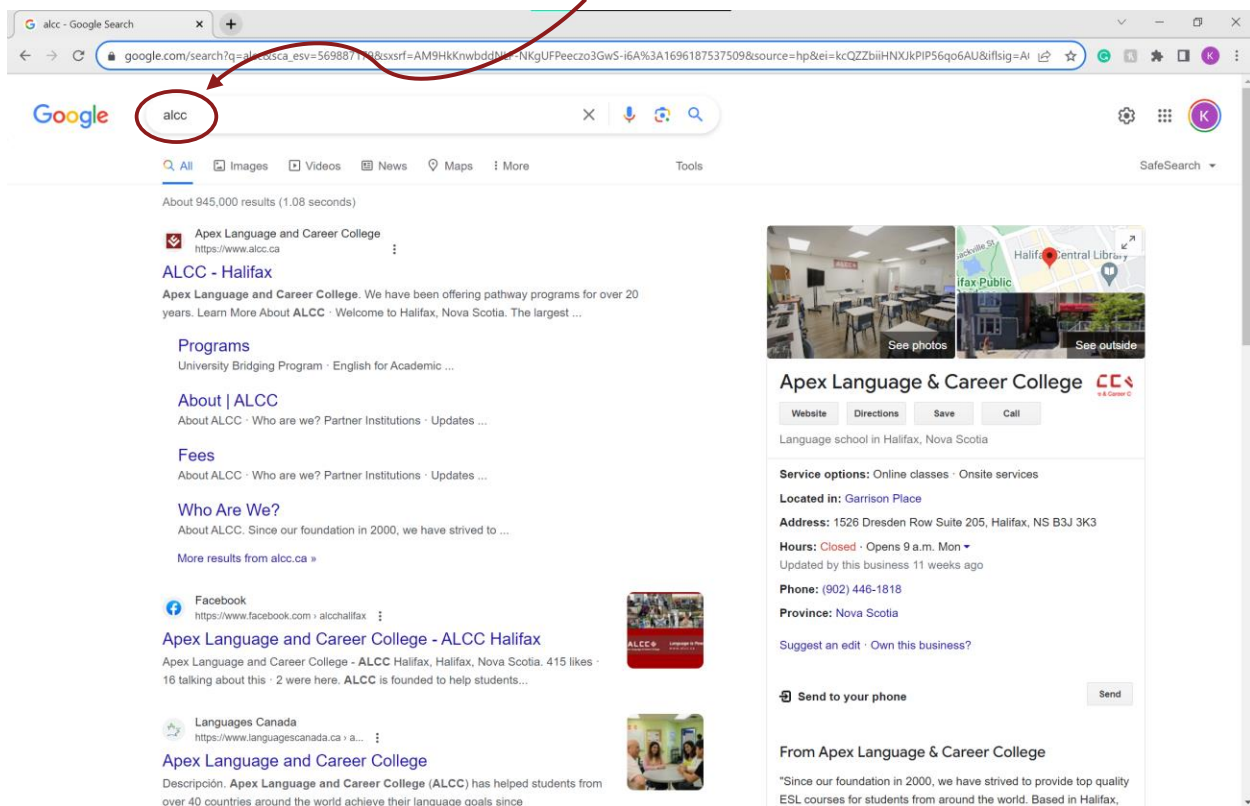
This guide will go through the step-by-step process of applying as an agent Apex Language and Career College and join our amazing community to make your dreams come true. Follow the steps to become a part of ALCC today.

## Step 1

To begin the applications process the first thing you must do is search up our ALCC website on any browser platform. Our website is [www.alcc.ca](http://www.alcc.ca) or simply search [alcc.ca](http://alcc.ca).



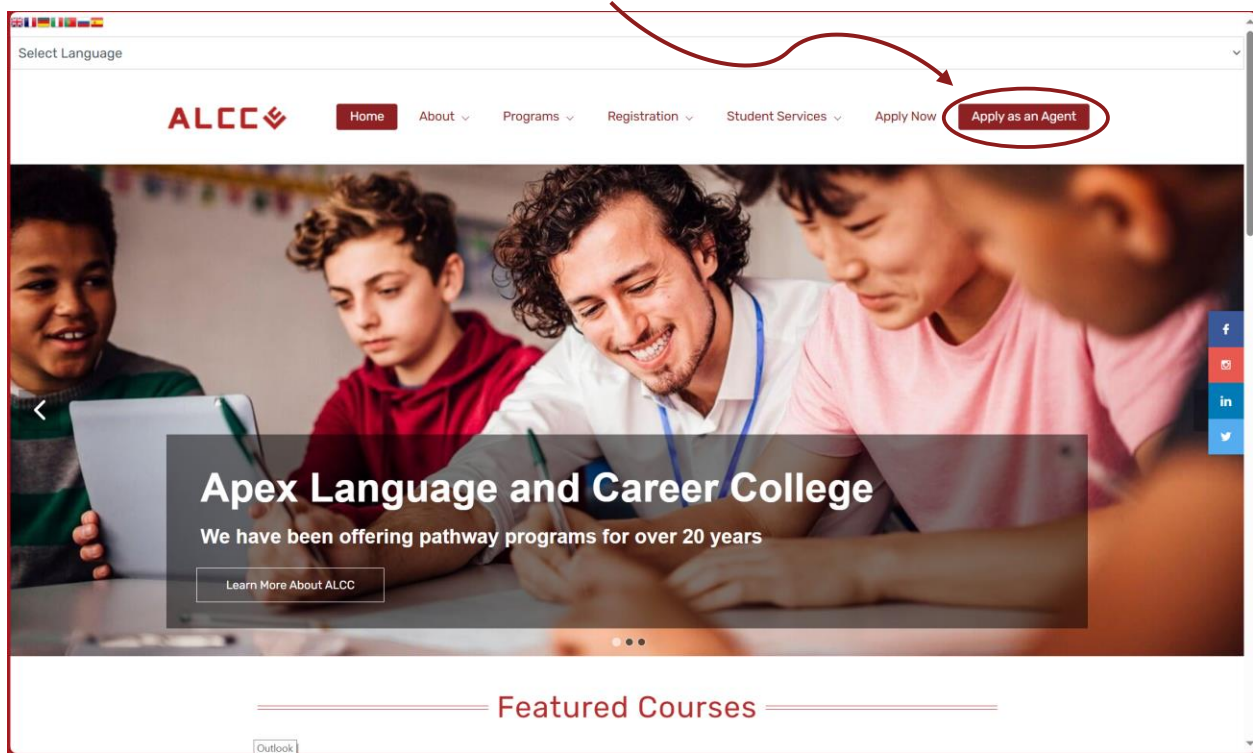
Another way to access our website is to search **alcc** in the search bar and click on the first link you see.



The screenshot shows a Google search for "alcc". The search bar is circled in red, and a red arrow points from the text above to it. The search results show "About 945,000 results (1.08 seconds)". The first result is "Apex Language and Career College" with the URL "https://www.alcc.ca". Below this, there are links to "ALCC - Halifax", "Programs", "About | ALCC", "Fees", and "Who Are We?". To the right of the search results is a business card for "Apex Language & Career College". The card includes a map, photos, and contact information: "Language school in Halifax, Nova Scotia", "Service options: Online classes · Onsite services", "Located in: Garrison Place", "Address: 1526 Dresden Row Suite 205, Halifax, NS B3J 3K3", "Hours: Closed · Opens 9 a.m. Mon", "Phone: (902) 446-1818", and "Province: Nova Scotia".

## Step 2

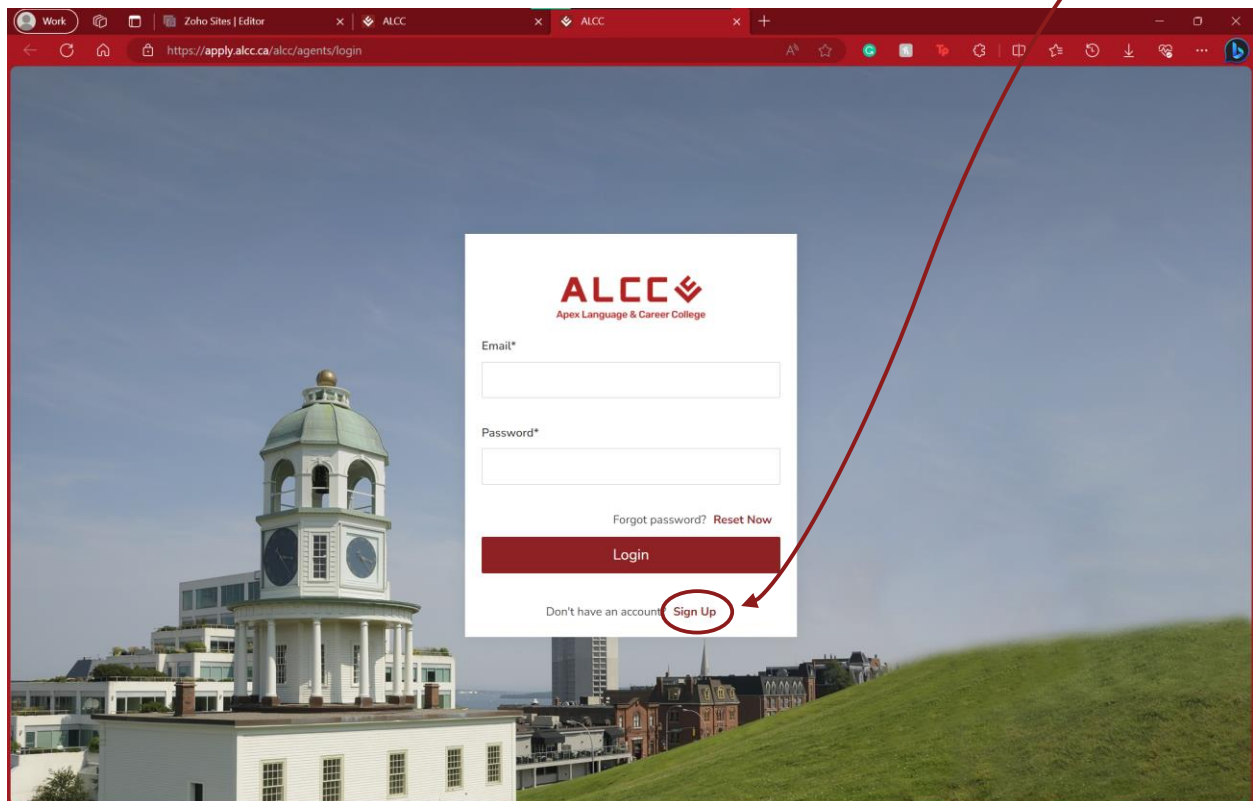
Once you get to the website, click on the **Apply as an Agent** button on the top toolbar of the website.



## Step 3

Here is the login page for the agent portal. If you have an account simply log in with your account's email and password.

Since this is your first time accessing the agent portal and do not have an account, click on the **Sign Up** option to create a new account.



Work | Zoho Sites | Editor | ALCC | ALCC | +

https://apply.alcc.ca/alcc/agents/login

**ALCC**  
Apex Language & Career College

Email\*

Password\*

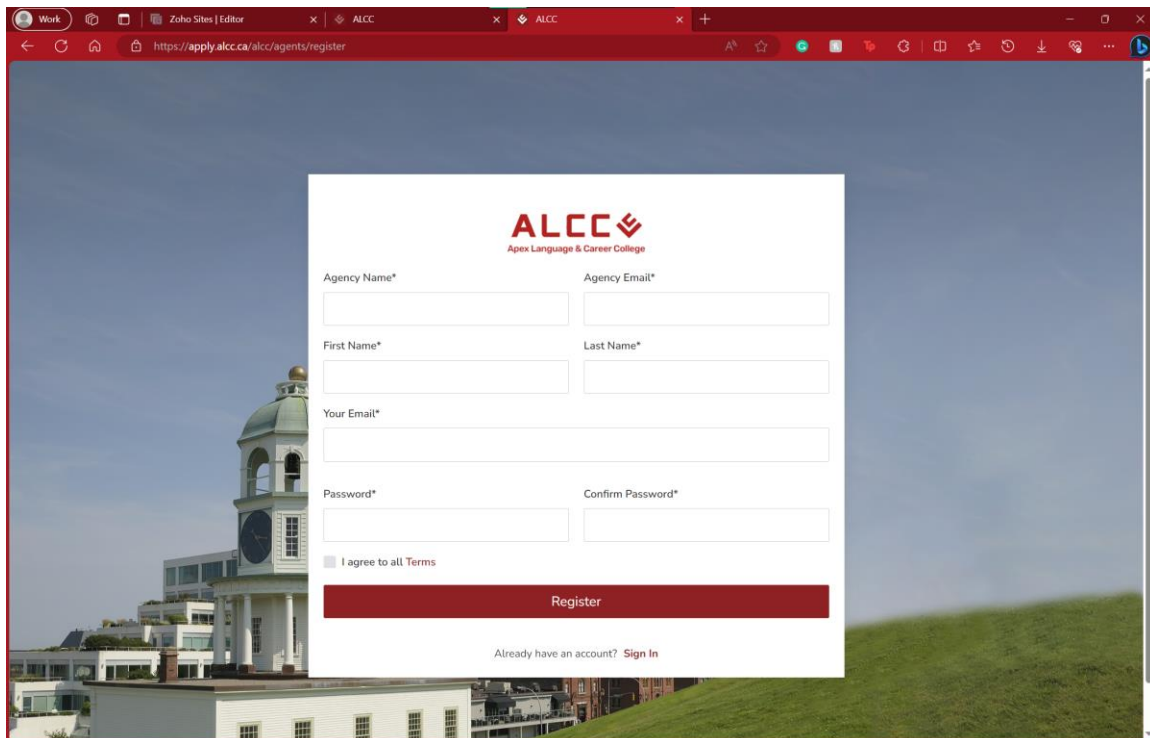
Forgot password? [Reset Now](#)

Login

Don't have an account? [Sign Up](#)

## Step 4

The Sign Up page includes a number of boxes that need to be filled out. **Do not leave any boxes empty.**



The screenshot shows the ALCC registration page in a web browser. The page has a white background with a large image of a building and a clock tower. The registration form is centered and contains the following fields:

- Agency Name\* (highlighted with a red rectangle)
- Agency Email\* (highlighted with a red rectangle)
- First Name\* (highlighted with a blue rectangle)
- Last Name\* (highlighted with a blue rectangle)
- Your Email\* (highlighted with a blue rectangle)
- Password\* (highlighted with a purple rectangle)
- Confirm Password\* (highlighted with a purple rectangle)
- ☐ I agree to all Terms (highlighted with a green rectangle)
- Register** button
- Already have an account? [Sign In](#)

The first two boxes ask for the **Name** and **Email** of the **Agency**.

*As highlighted by the red rectangle.*

The second set of boxes ask for **personal information**. Fill out your **First Name**, **Last Name**, and **Personal Email**.

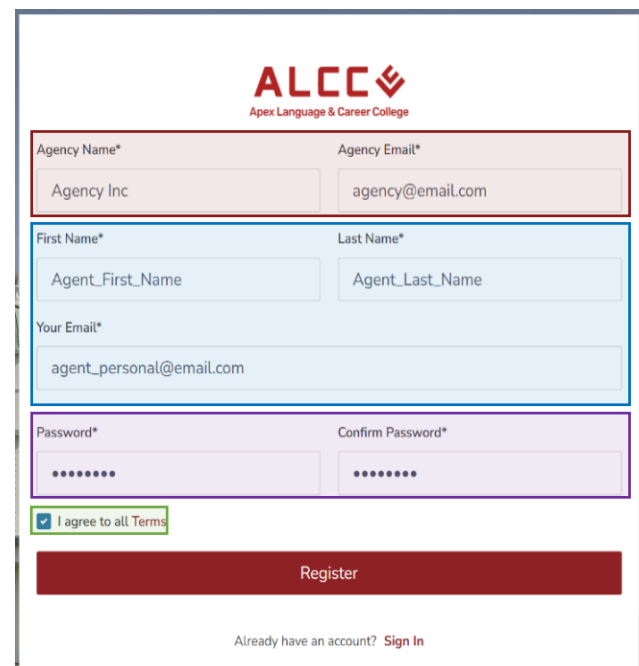
*As highlighted by the blue rectangle.*

The last two boxes ask for a **password** and a **confirmation of the chosen password** that you would like to have for your account. It is preferred to **choose a password** with the at least, one capital letter, one number and one symbol for greater safety.

*As highlighted by the purple rectangle*

Before registering as an Agent make sure to **read the Terms and Agreements** of joining ALCC as an agent by clicking the word **Terms**.

*As highlighted by the green rectangle*

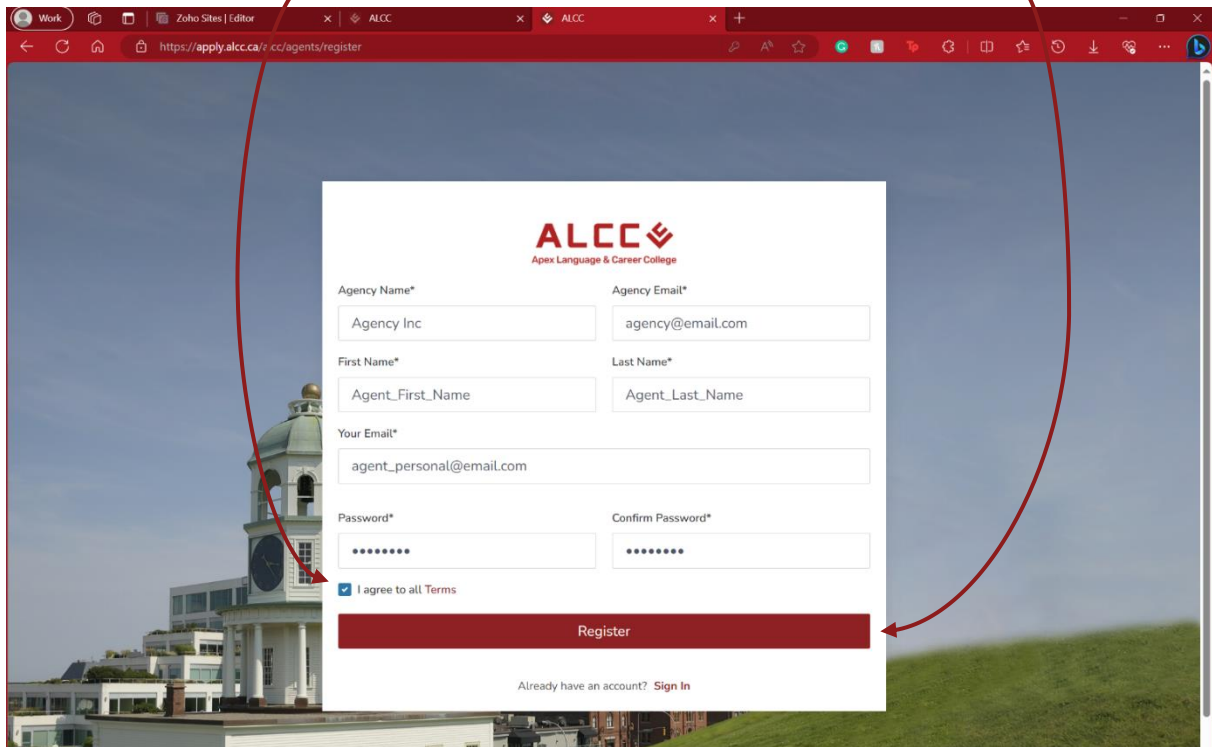


This detailed view of the registration form shows the following sections highlighted with colored rectangles:

- Red rectangle:** Agency Name\* (containing "Agency Inc") and Agency Email\* (containing "agency@email.com").
- Blue rectangle:** First Name\* (containing "Agent\_First\_Name"), Last Name\* (containing "Agent\_Last\_Name"), and Your Email\* (containing "agent\_personal@email.com").
- Purple rectangle:** Password\* (containing "\*\*\*\*\*") and Confirm Password\* (containing "\*\*\*\*\*").
- Green rectangle:** ☒ I agree to all Terms.
- Register button:** A large red button labeled "Register".
- Sign In link:** "Already have an account? [Sign In](#)".

## Step 5

To finalize the registration, **check the box** to agree to the Terms then **click the Register** button.



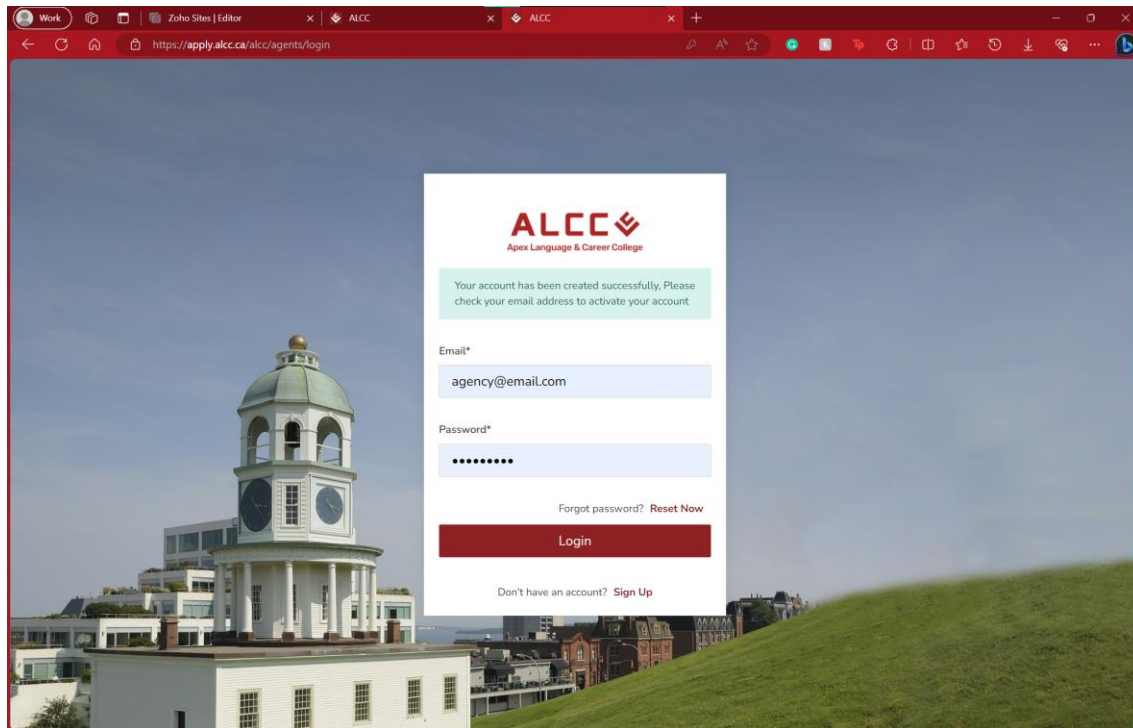
The screenshot shows a web browser window with the URL <https://apply.alcc.ca/r/cc/agents/register>. The registration form is centered on a background image of a building with a clock tower. The form includes the following fields and elements:

- Agency Name\***: Input field containing "Agency Inc".
- Agency Email\***: Input field containing "agency@email.com".
- First Name\***: Input field containing "Agent\_First\_Name".
- Last Name\***: Input field containing "Agent\_Last\_Name".
- Your Email\***: Input field containing "agent\_personal@email.com".
- Password\***: Input field with masked characters ".....".
- Confirm Password\***: Input field with masked characters ".....".
- I agree to all Terms**: A checkbox that is checked, with a red arrow pointing to it from the text above.
- Register**: A large red button with white text, with a red arrow pointing to it from the text above.
- Already have an account? Sign In**: A link at the bottom of the form.



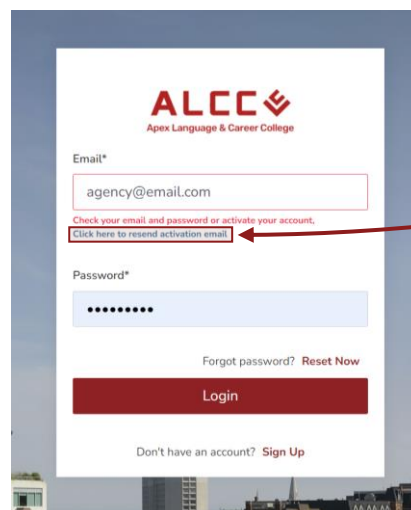
## Step 6

After completing the registration, you will be redirected to the login page with a notification informing you that your account has been created and to check your email to activate the account.



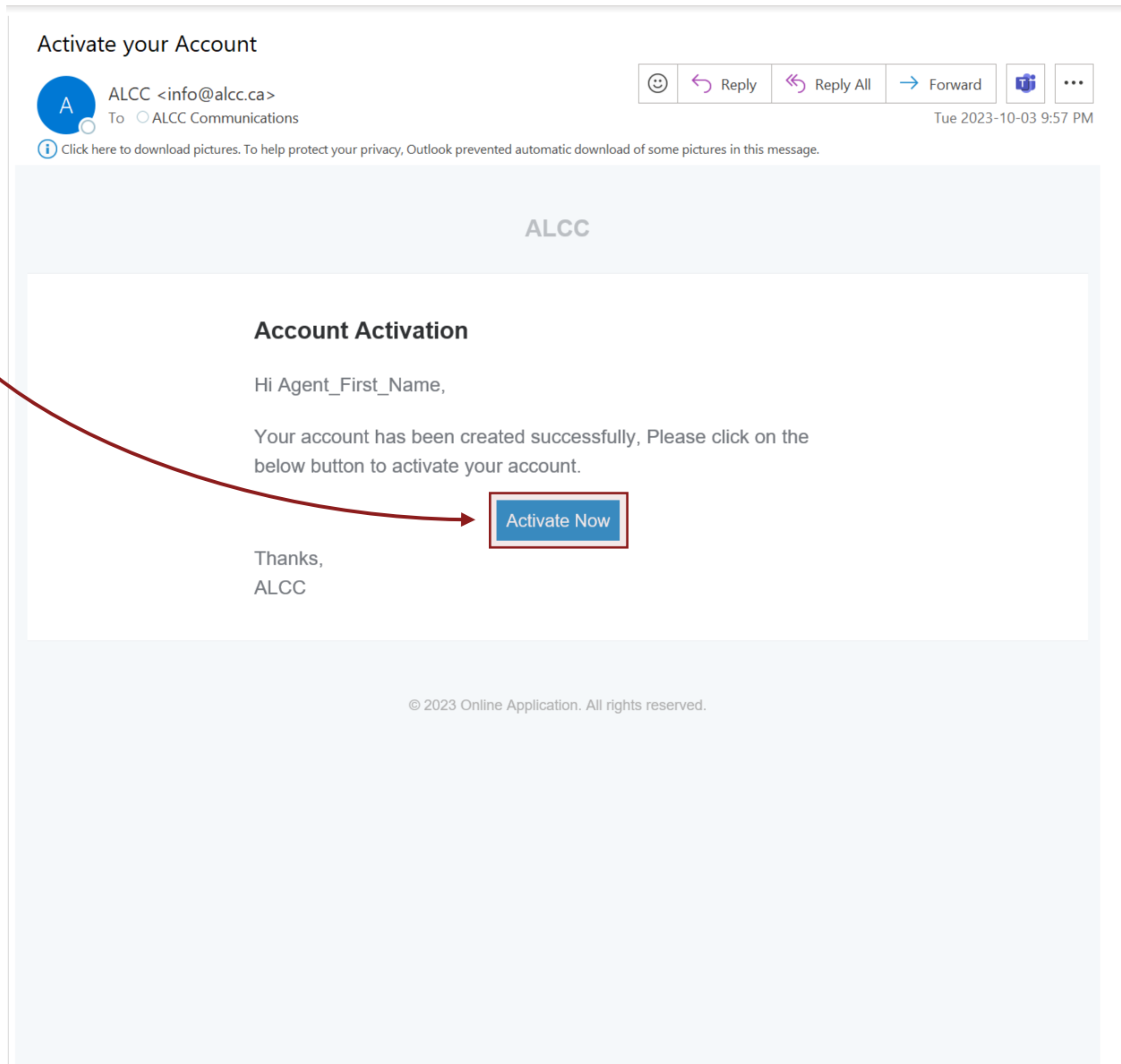
After activating the account through your email, simply login in with the email and password associated with the account you have made.

You must activate the account through the email you have received, or you will be notified that the account is not activated yet. If you can not find the email you can click the **resend activation email** option that appears when your login info is incorrect.



## Step 8

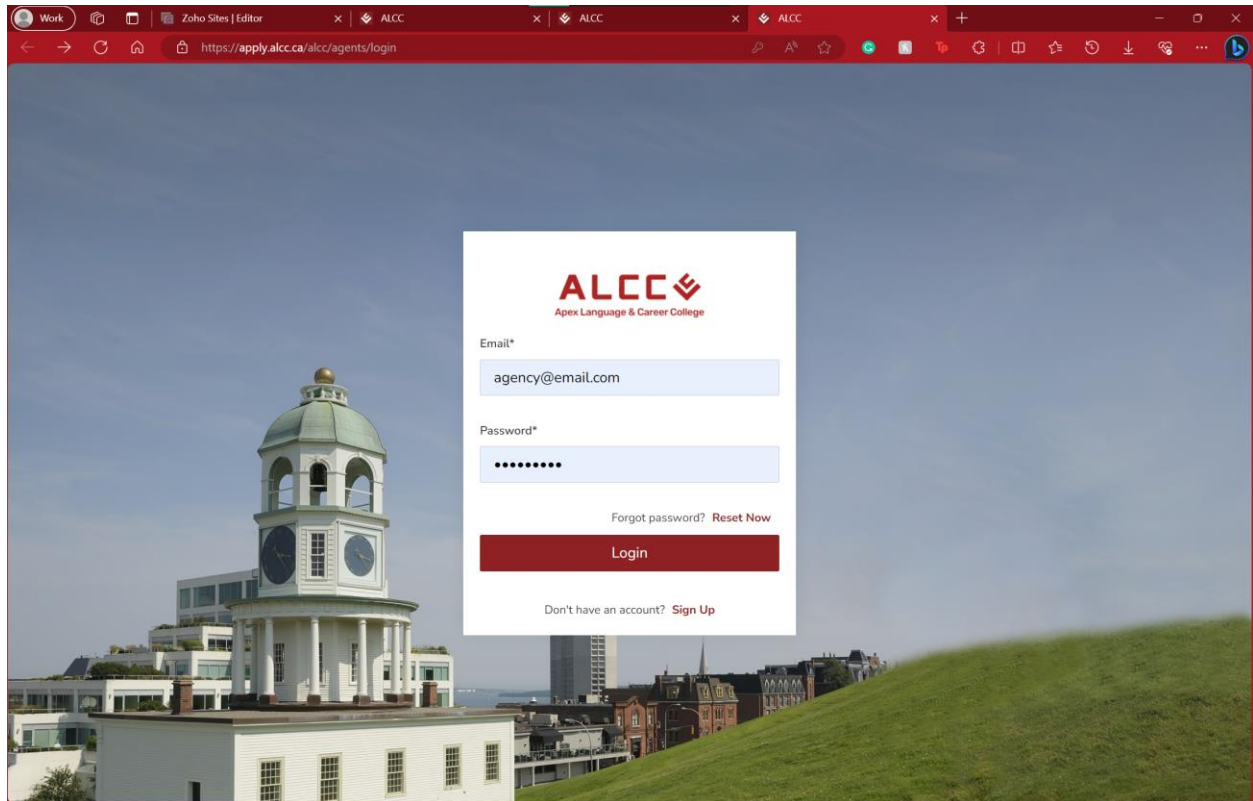
Below is the email that you will receive upon registration. To activate the account click on the **Activate Now button** which will then complete your registration process.





## Step 9

Try out your login information by filling it out in the login page.

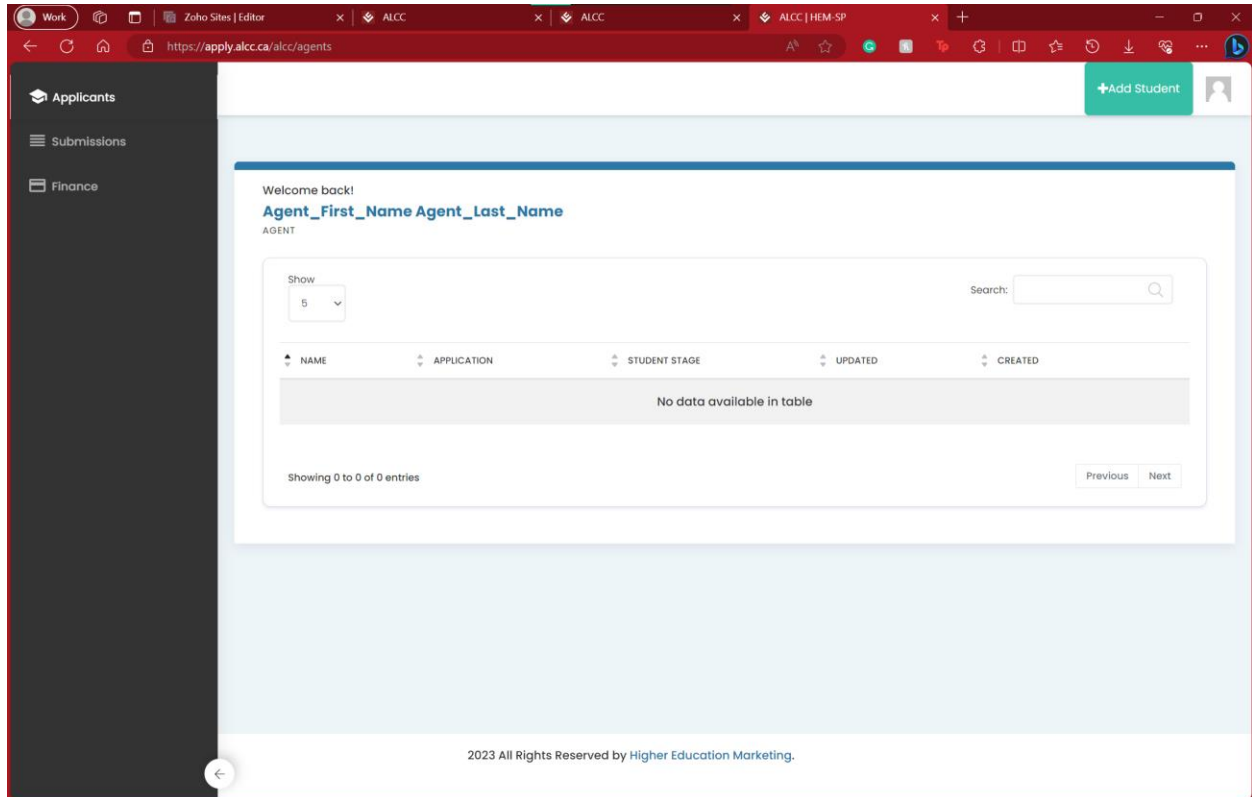


The screenshot shows a web browser window with the URL <https://apply.alcc.ca/alcc/agents/login>. The page features a background image of a white building with a clock tower and a green hill. Overlaid on this is a white login form with the ALCC logo at the top. The form contains the following elements:

- Email\***: A text input field containing "agency@email.com".
- Password\***: A password input field with masked characters "\*\*\*\*\*".
- Forgot password? Reset Now**: A link for password recovery.
- Login**: A red button to submit the login information.
- Don't have an account? Sign Up**: A link for new users.

## Final Step

After filling out your login information this should be the page you see right away. If so, CONGRATULATIONS! You are now a registered agent with Apex Language and Career College.



If there are any complications or issues, please make sure to revisit the steps above.

If you still have any issues, send an email to [info@alcc.ca](mailto:info@alcc.ca) and we will troubleshoot the issue at hand.