**The AFM Advisor Interface of AFM-NL**

1. **AFM Advisor Password**: Once your AFM Advisor application has been approved, a temporary password will be emailed to your district email account from Curriculum Materials in Alternate Format (CMAF). It is important that this email is accessed and the temporary password is used to login to AFM-NL within 72 hours or the password will become invalid. Upon login, you will be prompted to reset your password. Your username is your district email address. If your password becomes invalid, email AlternateMaterials@gov.nl.ca for a new temporary password.
2. **Login information should not be shared**: Your login information is intended to be used only by you. If others teachers in your school require AFM Advisor access they must apply to AFM-NL for this access.
3. **Copyright Responsibilities**: As an AFM Advisor, you have a responsibility to ensure that the library and its materials are accessed and used as intended and in accordance with the Canadian Copyright Act.
4. **Initial Login to AFM-NL as an AFM Advisor**. To do this:
	1. Open an internet browser.
	2. Type in [**https://cmaf.gov.nl.ca**](https://cmaf.gov.nl.ca) and press **ENTER**.
	3. On the AFM-NL Welcome page, click **Login**. (Hint: On blue menu on left side of page).
	4. Read user agreement & then click **I agre**e.
	5. Enter your username (district email address) and temporary password (Note: Password is case sensitive).
	6. Click **Login**.
	7. You will then be prompted to **reset your password**. Your new password must be at least 6 characters in length. There are no other password restrictions.
	8. Once you successfully login, the AFM Advisor landing page will appear.
5. **Reset a Student Password. To do this:**
	1. You should be on the AFM Advisor landing page. From this page, click on **Manage Students**. A new screen called “Manage Students” will appear which lists all currently approved students in your school.
	2. To reset a student password, first find the student on the list. If the list is long, you can search by username. Once you have found the student, click on the **Reset Password** link for this student.
	3. At the top of the screen you should see “Reset Password for Student: Student username”. **Verify that you have selected the correct student**. (If you haven’t, go back to the manage student’s window and start again).
	4. Reset this student’s password to a password of your choosing. It must be at least 6 characters in length. There are no other password restrictions. Passwords are case

sensitive. Then **click Reset**. For convenience, you may choose to use a common temporary password for all the student’s whose accounts you manage.

* 1. **Write down the username and temporary password for this student**. The student’s password will be temporarily set to this password.
	2. Provide the password to the student. This password is a one-time use password. Once the student logs in with it, the student will immediately be prompted to change the password. The password the student chooses must be at least 6 characters in length and it will be case sensitive.
1. **Add a Resource to a Student Profile. To do this:**
	1. From the “Manage Students” page on the AFM Advisor Platform, click on **Manage Students**. A list of all students in your school currently approved for AFM-NL will appear. If the list is long, you can search by username.
	2. **Find the student** for whom you are adding content and **click on the Manage Content link for this student**. Note the student’s username.
	3. A list of the current content assigned to this student will appear. Notice the heading on the page which identifies the student username.
	4. To add content, first select the grade to which the content is assigned. This will generally be the student’s current grade. **Under ‘Grade’,** click the drop down arrow for ‘select a grade’ and **select the appropriate grade.**
	5. Once the grade has been selected, an alphabetized drop down list of books for that grade will appear. Use the arrows to **scroll through the list** and select the appropriate resource. **Click on the title of the resource**. Note: Although this list contains textbooks and novels, you may need to search elsewhere to find all novels available. This will be discussed later.
	6. When the ‘Available Formats’ menu appears, **select the format** required by the student and then click **Add Content**. (If you would like information on how to make decisions regarding appropriate formats, please see the presentation “Factors to Consider When Determining the Appropriate Alternate Format”, found on the [AFM Learning Centre).](https://www.gov.nl.ca/eecd/k12/studentsupportservices/resource-center/)
	7. Wait a few seconds for this change to take effect. A message will appear at the top of the screen to notify that the resource has been added and the resource will now be in the student’s resource list**. Verify that you have added the correct resource** in the format required.
	8. **If a required resource is not currently available,** you or the AFM Contact Teacher can then request the required format from AFM-NL using the [Order Form to Request a New Item from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). We will notify you once this resource is available.
	9. **If the resource is not currently available in the required format**, it is recommended that you add the resource in one of the available formats for now. The required format can be requested from AFM-NL using the [Order Form to Request a New Item from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). We will notify you once this format is available.
	10. To add another resource, go back to step d.

1. **Remove Resource a resource from a student profile:**
	1. To delete resources from a student’s profile, from the “Manage Students” page on the AFM Advisor Platform, click on **Manage Students**. A list of all students in your school currently approved for AFM-NL will appear. If the list is long, you can search by username.
	2. **Find the student** for whom you are deleting content and **click on the Manage Content link for this student**.
	3. A list of the current content assigned to this student will appear. Notice the heading on the page which identifies the student username.
	4. To remove a resource, click on **Remove.** A message will appear at the top of the screen to confirm that you have removed this resource and the resource will no longer be on the student’s resource list.
2. **Adding ELA novels:**
	1. When searching for English Language Arts resources, it is recommended that, in addition to searching under the student’s current grade level, you also search under the Elementary, Intermediate or High School ELA lists, found at the end of the drop down grade list. These lists contain titles from the ELA annotated bibliographies, as well as other novels that may not be assigned to a particular grade level.
	2. To make the search for these novels easier, you may choose to first use the **Search Content** tab on the blue side menu to find the grade level to which the resource is assigned.
3. **Resetting your AFM Advisor password:**
	1. If you forget your password, or enter your username or password incorrectly, you can attempt to login again, but be careful. If you enter incorrect information more than 3 times your account will be locked for 20 minutes. **Remember, your username is your district email address.**
	2. You can reset your password using the “**I forgot my password**” feature found on the login screen. When you click on this, the Forgotten Password screen will appear.
	3. Enter the requested information. Please note that the school must be the school that you have registered under with AFM-NL as an AFM Advisor. Then click **Reset Password**.
	4. **A new temporary password will be sent to your district email address**. You must access and use this password within 72 hours.
	5. Please note that **this feature will not work for your initial login as an AFM Advisor**. The temporary password sent to you from Curriculum Materials in Alternate Format must be used for your initial login. If your password expires before you have a chance to login, or if you have any issues logging in, email AlternateMaterials@gov.nl.ca.

1. **If you cannot find requested resources:**
	1. Remember, if a required resource is not currently available, you or the AFM Contact Teacher can then request the required format from AFM-NL using the [Order Form to Request a New Item from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). We will notify you once this resource is available.
	2. **If the resource is not currently available in the required format**, it is recommended that you add the resource in one of the available formats for now. The required format can be requested from AFM-NL using the [Order Form to Request a New Item from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). We will notify you once this format is available.
2. **Access to additional AFM resources:**
	1. Educators acting on behalf of students approved for AFM access can also apply for access to national AFM libraries (CELA & NNELS). If you want more information regarding these libraries, here are some useful links:
		1. <https://celalibrary.ca/>
		2. <https://celalibrary.ca/educators>
		3. <https://nnels.ca/>
	2. You can apply directly to CELA for Educator access. For educator access to NNELS, please contact Annapowell@gov.nl.ca.
	3. AFM-NL has access to all CELA and NNELS resources, so alternatively, if an eligible student requires a resource that is available from one of these libraries, you can request this from AFM-NL using the [Order Form to Request a New Item from AFM-NL](https://www.gov.nl.ca/eecd/forms/studentsupport/applications/). It will be helpful to indicate on this form that the resource is available from one of these libraries. This will help speed up our access to this resource. We will email you once it has been added to our library.
3. **Questions?**
	1. Contact AlternateMaterials@gov.nl.ca.