Student Registration Instructions

Before you begin, you will need a 10-character Class Code and a 20-character ALEKS Access Code. If you do not have an access code, you can purchase one during this registration process. For assistance during registration, please contact ALEKS Customer Support at http://support.aleks.com.

Step 1: Go to www.aleks.com and select SIGN UP NOW! under the Registered Users box.

Step 2: Enter the 10-character class code provided by your instructor and click Continue.

Step 3: Verify your enrollment information. If it is incorrect, check your class code and click on (Modify) to make any corrections. If your information is correct, click on Continue.
Step 4: Select whether or not you have used ALEKS before and click on Continue.

If you have used ALEKS before, you will be prompted to enter your existing login and password. You can retrieve your login information by clicking on I forgot my login information.

Step 5: Enter your 20-character ALEKS Access Code and click on Continue. If you do not have an access code at this time, click on purchase an access code. For purchasing steps, please see Appendix A.

Be sure to select an access code that accommodates the full length of your class!
**Step 6:** If you entered your existing ALEKS account information in Step 4, you will be prompted to verify your email address at this time. Otherwise, complete the registration steps to create a new ALEKS account and click on **Continue**. A confirmation email will be sent to the email address you provided. **IMPORTANT:** Be sure to save your new login information!

**Step 7:** Once your registration is complete, you will be in your ALEKS class and can begin with the Answer Editor Tutorial. Please see Appendix B to learn more about managing your ALEKS account.

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**Congratulations! You're now an ALEKS student.**

To learn more about managing your ALEKS Account, including how to update your information and sign up for new classes, **see Appendix B**.
Appendix A: Purchasing an ALEKS Access Code Online

- After clicking on the **purchase an access code** link in Step 5, select an access code that accommodates the length of your class. Click **purchase code**.
- You will now be redirected to the McGraw-Hill ecommerce website to purchase an access code.
- Complete the registration and payment steps.
- You will receive TWO confirmation emails.
- Be sure to click on the **Complete Registration** button on the last step!

After clicking **Complete Registration**, you will be redirected back to the ALEKS website where you will receive your access code.

Click on **Continue Sign Up** and return to **Step 6** in the registration instructions. NOTE: If the Continue Sign Up button does not appear, record your access code and return to **Step 1**.
Appendix B: Managing your ALEKS Account Home

Your Account Home allows you to easily manage all of your ALEKS classes with one login. You can change your account information, sign up for new classes, suspend or extend access, and view previous classes.

To return to your Account Home from within an ALEKS class at any time, open the menu from the top left corner and select **Manage my Classes** from the menu.

- Click on the name of your class to being working in ALEKS.
- Manage your classes through the **Actions** listed below your class.
- Click on the name of your class to register for a new ALEKS class. Signing up here requires a new access code.
- Click on your name to manage your account settings, such as changing your password.
Any classes that you are currently enrolled in and have purchased access to will appear in the ACTIVE section of your Account Home. There are three actions you can take with active classes.

**Extend access to this class**

Use this option if your ALEKS access code is about to expire or you activated your access using a Financial Aid Code and you need more time. You will need a new 20-character access code in order to extend access to a class. Once you select this option, you will be directed on how to purchase additional access.

**Switch to a new class**

This option appears when you have time remaining on your ALEKS access code and would like to switch the remaining time to a new class. Before switching, you will need the 10-character class code of your new class. After switching, you will be in your new class and may need to complete an ALEKS assessment.

**Suspend access to this class**

You can suspend access to your class if you need to take an extended break (5-week minimum) and complete your work at a later date. Once you suspend access, you will be provided with the reactivation details.

**NOTE:** Your access code will determine the minimum and maximum suspension time allowed.

When you suspend access to a class, it will appear in the ON-HOLD list. You can then renew access to the class on or after the specified date by clicking on the Reactivate button.
Actions for INACTIVE Classes

Once access to your ALEKS class expires or you have un-enrolled from a class, it will appear in the INACTIVE section of your Account Home. There are several actions you can take with inactive classes.

Download progress (PDF)
This option allows you to view and download progress made in the class. It will download a PDF and show the most recent ALEKS Progress Report from that class.

Renew access to this class
Use this option to renew access to an inactive class. You will need a 20-character access code in order to renew access to a class. After selecting this option, you will be directed on how to purchase additional access.

Activate for Independent Use
If you want to continue working in ALEKS on your own, you can purchase an Independent Use subscription. This subscription will not be tied to any school or course.

Delete from my account
Deleting a class will remove it completely from your ALEKS Account Home. It will no longer appear in the INACTIVE list or anywhere else in your account.

For questions about managing your ALEKS classes, please contact ALEKS Customer Support: http://support.aleks.com.