

## 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](http://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**.

The screenshot shows the ALEKS registration interface. At the top left is the Mc Graw Hill Education logo and the ALEKS® logo. At the top right is a 'HOME' link. Below the logo is a progress bar with six steps: 1. CONFIRM COURSE CODE, 2. ACCOUNT STATUS (highlighted), 3. COURSE ACCESS, 4. STUDENT INFORMATION, 5. ACCOUNT CREATION, and 6. REGISTRATION COMPLETE. Below the progress bar is the heading 'WELCOME TO ALEKS!' followed by the question 'Have you used ALEKS before?'. There are two radio button options: 'I have never used ALEKS before or I do not have an ALEKS login name.' and 'I have an ALEKS login name.' (which is selected). Below this is a dashed line and the heading 'Account Information'. There are two input fields: 'Your ALEKS login name:' and 'Password:', both with asterisks indicating they are required. Below the password field is a link that says 'I forgot my login information'. At the bottom is a red button with the text '>CONTINUE'.

**Step 5:** 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 6:** Once your registration is complete, you will be in your ALEKS class and can begin with the Answer Editor Tutorial. Please see Appendix A to learn more about managing your ALEKS account.

**You are now officially 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 A.**

## Appendix A: Managing your ALEKS Account Home

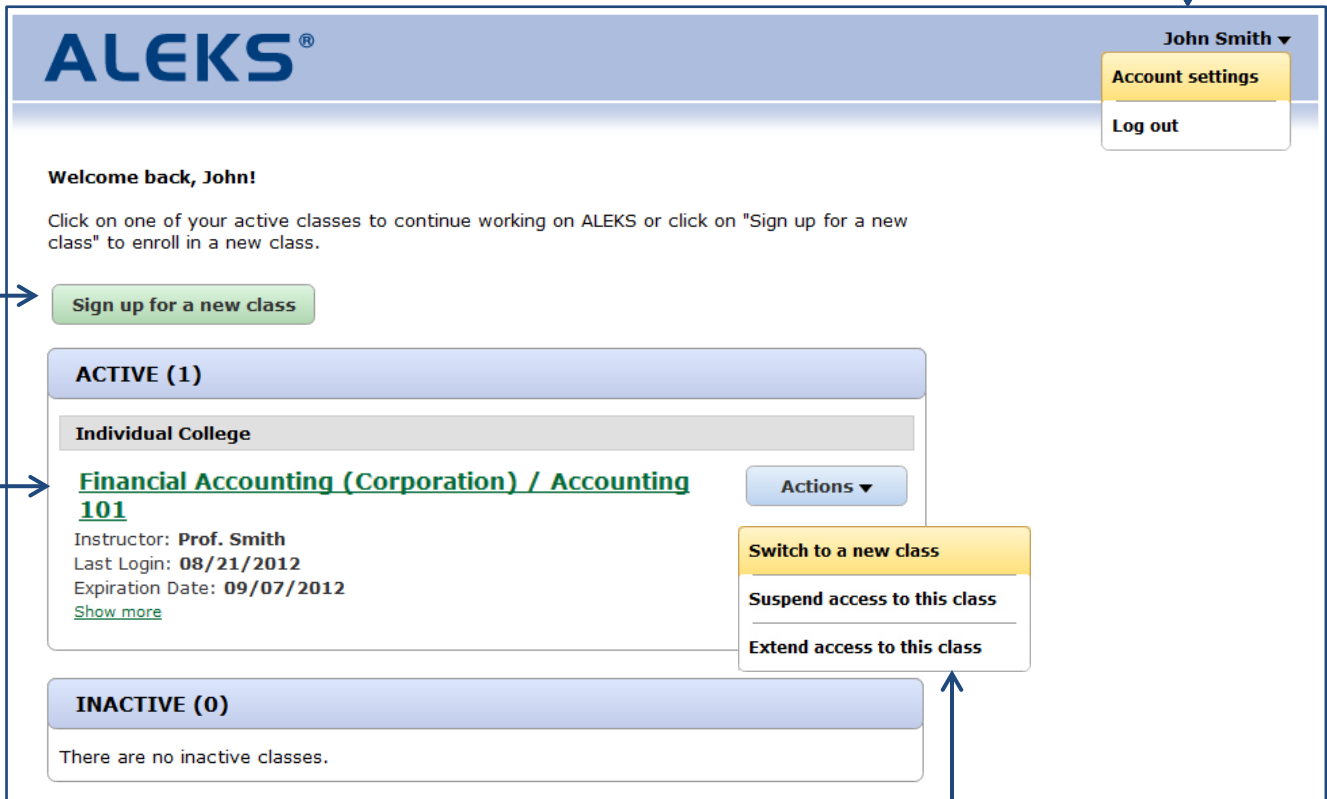
Your Account Home allows you to easily manage all of your ALEKS classes with one login. You can change your account information, sign up for new classes, suspend or extend access, and view previous classes.

To return to your Account Home from within an ALEKS class at any time, click on your name in the top, right corner and select **Account home** from the menu. This is also where you can log out of your account.



Click on **Sign up for a new class** in order to register for a new ALEKS class. Signing up here requires a new access code.

Click on your name in the top, right corner to manage your account settings, such as changing your password and updating your email address. This is also where you log out of your account.



To begin working in ALEKS, click on the name of your class.

The **Actions** menu in each section allows you to manage your ALEKS classes. For more information on actions for active and inactive classes, please see pages 6-7.

**Actions Menu for ACTIVE classes:**

The screenshot shows a user interface for an ACTIVE class. At the top, a blue header bar contains the text "ACTIVE (1)". Below this, a grey bar indicates "Individual College". The main content area displays the class name "Financial Accounting (Corporation) / Accounting 101" in green. Underneath, it lists the instructor as "Prof. Smith", the last login as "08/21/2012", and the expiration date as "09/07/2012". A "Show more" link is present. To the right of the class information is a blue "Actions" button with a downward arrow. A dropdown menu is open, showing three options: "Switch to a new class" (highlighted in yellow), "Suspend access to this class", and "Extend access to this class".

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.

**Switch to a new class**

This option appears when you have time remaining in your ALEKS subscription and would like to switch to a new class (for example, switching to a new section or using remaining time on a code for 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.

**NOTE:** Your previous class may appear in the **INACTIVE** list, along with any progress made, depending on how long you were enrolled. For questions, contact ALEKS Customer Support: <http://support.aleks.com>

**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. For questions, contact ALEKS Customer Support: <http://support.aleks.com>

The screenshot shows a user interface for an ON-HOLD class. At the top, a blue header bar contains the text "ON-HOLD (1)". Below this, a grey bar indicates "Individual College". The main content area displays the class name "Financial Accounting (Corporation) / Accounting 101" in green. Underneath, it lists the instructor as "Prof. Smith", the last login as "09/20/2012", and a "Show more" link. To the right of the class information is a blue "Reactivate" button.

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.

**Extend access to this class**

Use this option if your ALEKS subscription has expired (i.e. your access code ran out of time) and you need more time in the class. 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.

## Actions Menu for INACTIVE Classes

The screenshot shows a user interface for inactive classes. At the top, a blue header bar contains the text "INACTIVE (1)". Below this is a grey bar labeled "Individual College". The main content area displays the class name "Financial Accounting (Corporation) / Accounting 101" in bold. Underneath, it lists the instructor as "Prof. Smith", the start date as "08/21/2011", and the expiration date as "08/21/2012". A link labeled "Show more" is provided. To the right of the class information is a blue button labeled "Actions" with a downward arrow. A dropdown menu is open, showing three options: "Download progress (PDF)" (highlighted in yellow), "Renew access to this class", and "Delete from my account".

Once access to your ALEKS class expires or you have un-enrolled from a class after a certain number of days, it will appear in the **INACTIVE** section of your Account Home. For questions, contact ALEKS Customer Support: <http://support.aleks.com>.

There are three 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.

### **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.