

## Student Registration Instructions

Before you begin, you will need a **10-character Class Code**.

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. A 'HOME' link is at the top right. A progress bar below the logo shows six steps: 1. CONFIRM COURSE CODE, 2. ACCOUNT STATUS (highlighted), 3. COURSE ACCESS, 4. STUDENT INFORMATION, 5. ACCOUNT CREATION, and 6. REGISTRATION COMPLETE. The main content area is titled 'WELCOME TO ALEKS!' and asks '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 section 'Account Information'. It contains two input fields: 'Your ALEKS login name:' and 'Password:', both with asterisks indicating they are required. A red link 'I forgot my login information' is positioned below the password field. At the bottom of the form 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 B to learn more about managing your ALEKS account.

**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!

McGraw Hill Higher Education

ALEKS for Intermediate Alegbra: Short course (6 ...)

Secure Connection    Registration and Payment    Review and Place Order    **Complete Registration**

**Order: Almost Complete**

A confirmation email has been sent to your email address.

**Important:** You still need to click on 'Complete Registration' to complete your order.

**Complete Registration**

**Your Receipt** [Print Your Receipt](#)

**ALEKS®**  
ALEKS for Intermediate Alegbra: Short course (6 weeks)  
eCommerce ISBN: 0077362780

**Order Number**  
MHHEHG-12345678

**Date**  
May 02, 2012

**Order Summary**  
Price: \$32.00 USD  
Tax: \$0.00  
Order Total: \$32.00 USD

**Payment Method:**  
American Express 1234123412341324

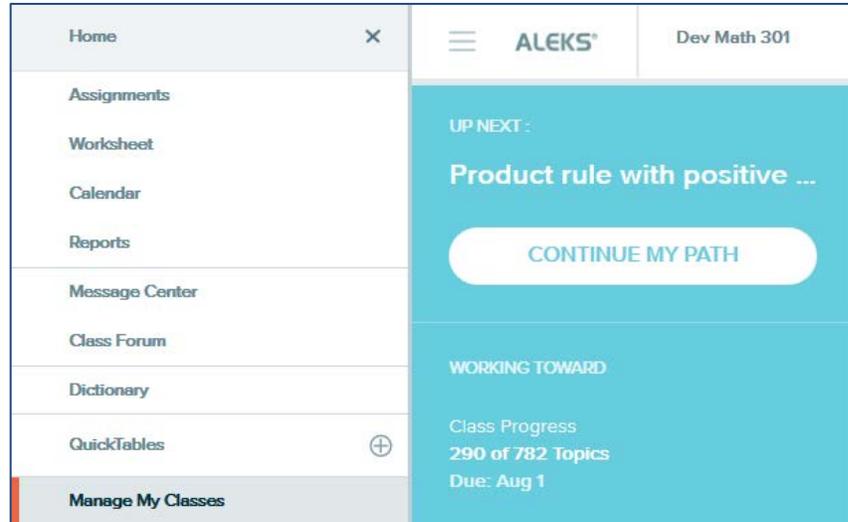
**Bill to:**  
Aleks Student  
123 School Street  
Anytown, CA 91234  
United States  
999-555-7777  
aleksstudent@aleks.com

- 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

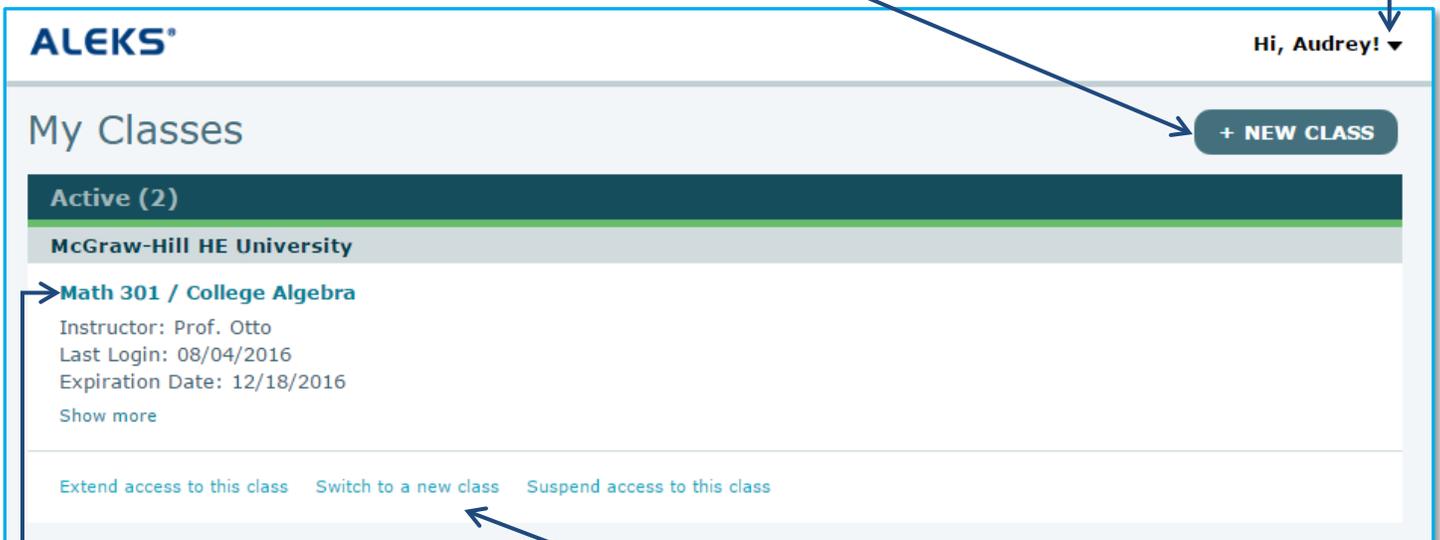
Your Account Home allows you to easily manage all of your ALEKS classes with one login. You can change your account information, sign up for new classes, suspend or extend access, and view previous classes.

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 **+ New 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.



Click on the name of your class to be working in ALEKS.

Manage your classes through the **Actions** listed below your class.

## Actions for ACTIVE Classes

Active (2)
<p><b>McGraw-Hill HE University</b></p> <p><b>Math 301 / College Algebra</b></p> <p>Instructor: Prof. Otto</p> <p>Last Login: 08/04/2016</p> <p>Expiration Date: 12/18/2016</p> <p>Show more</p>
<p> <a href="#">Extend access to this class</a>             <a href="#">Switch to a new class</a>             <a href="#">Suspend access to this class</a> </p>

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.

On-Hold (1)
<p><b>McGraw-Hill HE University</b></p> <p><b>Summer Refresher / Prep for College Algebra</b></p> <p>Instructor: Prof. Otto</p> <p>Last Login: 08/04/2016</p> <p>Show Details</p> <p><b>Your access is suspended. You cannot reactivate access until 11/13/2016.</b></p>
<p>Reactivate</p>

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

Inactive (1)
<p><b>Individual College</b></p> <p><b>Math 030 / Intermediate Algebra</b></p> <p>Instructor: Prof. Smith            Start Date: 09/14/2015            Expiration Date: 12/10/2015  <a href="#">Show more</a></p>
<p> <a href="#">Download progress (PDF)</a>             <a href="#">Renew access to this class</a>             <a href="#">Activate for Independent Use</a>             <a href="#">Delete from my account</a> </p>

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>.**