

How to Register for and Manage Your ALEKS Classes

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Student Registration Instructions

Before you begin, you will need a 10-character Class Code provided by your instructor. For help during this registration process, please contact ALEKS Customer Support by visiting <http://support.aleks.com>.

To register for your ALEKS math class, please follow the steps below. Be sure to check out the ALEKS My Classes section to learn more about managing your ALEKS account and classes.

Sign Up Now: Go to www.aleks.com and select **SIGN UP NOW!** under the Registered Users box.

Class Code: Enter the 10-character Class Code provided by your instructor and select **Continue**.

Step 1 – Confirm Class Information: Verify your enrollment information to make sure you are enrolling in the correct class. If the information is incorrect, check your class code and select **Cancel** to return to the previous page. If your information is correct, select the **Confirm** button.

Step 2 – Account Status: Indicate whether you have used ALEKS before and select the **Continue** button. If you have used ALEKS before, you will be prompted to enter your existing login and password. You can retrieve your login information by selecting the **I forgot my login information** link.

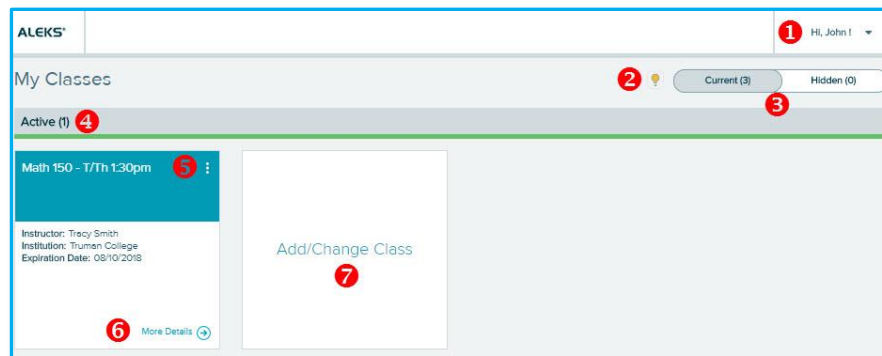
Step 3 - Registration: If you entered existing ALEKS account information in Step 2 you will bypass Step 3 and arrive at your **My Classes** page. Otherwise, complete the registration steps to create an ALEKS account and select **Continue**. A confirmation email will be sent to the email you provided. **Be sure to save your new login information!**

Step 4 – Apply Access: If you have an ALEKS access code, select *Yes, I have an access code*, enter your 20-character code, and select **Continue**. If you do not have an access code, select *No, I need to purchase an access code* and select **Continue**. For purchasing steps, see Appendix A. **Select an access code that accommodates the full length of your class!**

Step 5 – My Classes: After applying a valid access code to the new class, you will be taken to your My Classes page where the class tile displays in the Active section. Select the tile to begin working in the class, beginning with the ALEKS Tools Tutorial.

The ALEKS My Classes Page At-a-Glance

Your My Classes page allows you to easily manage all your ALEKS classes with one login. You can change your account information, sign up for new classes, pause or extend access, and view previous classes.



1. Select the arrow the top-right corner to manage your settings.

2. The lightbulb icon toggles tips on and off

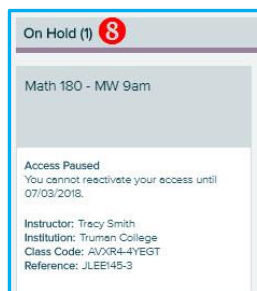
3. Select **Hidden** from the **Current | Hidden** toggle to show classes you have hidden.

4. The **Active** section displays tiles for classes that you are enrolled in and have valid access for. You can select any tile to navigate to that class and begin working in ALEKS.

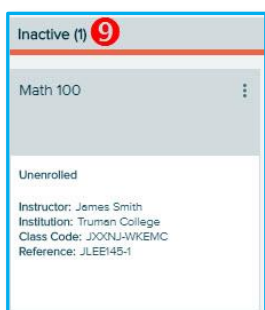
5. Select the menu (4) in the top-right corner of a class tile to display available actions for that class. Continue to the next page to learn more about the actions you can take.

6. Select **More Details** to flip a class tile to the reverse side to display additional details about that class.

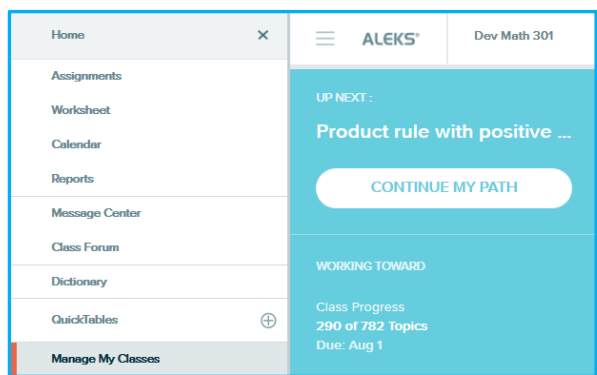
7. Select the **Add/Change Class** tile to add a new ALEKS class by entering a new class code.



8. The **On Hold** section displays tiles for classes that are on hold, which may be classes you haven't applied access to and classes with paused access.

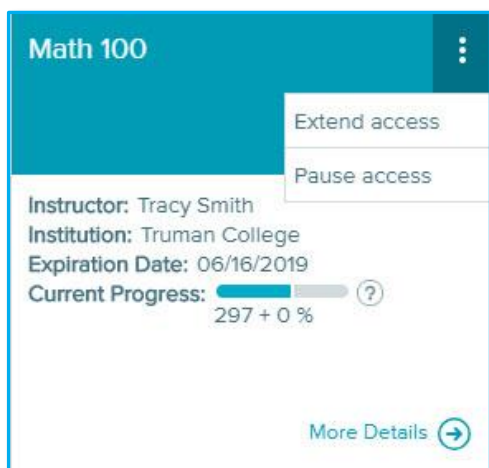


9. The **Inactive** section displays tiles for your previous classes, which may be classes you have unenrolled from or have expired access for.



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

Actions for ACTIVE Classes



Any classes that you are currently enrolled in and have purchased access to will appear in the **ACTIVE** section of your My Classes page. There are two actions you can take with active classes.

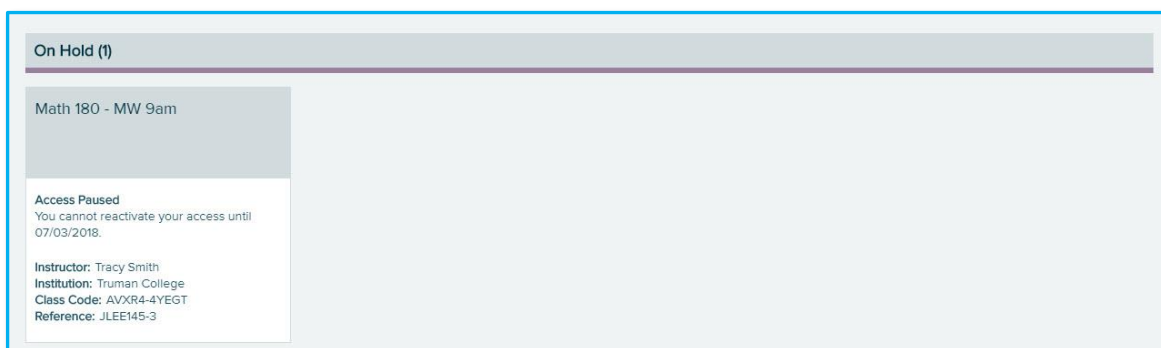
Option 1: Extend access

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

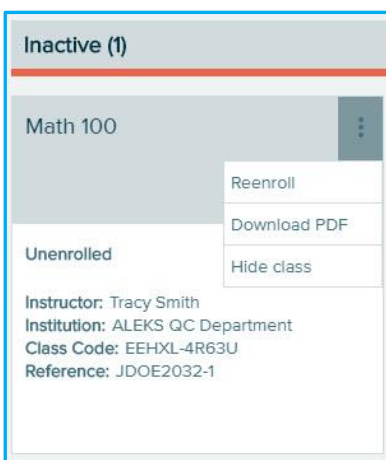
Option 2: Pause Access

You can pause access to your class if you need to take an extended break (5-week minimum) and complete your work later. Once you pause access, you will be given the reactivation details, including the reactivation date. When you pause access to a class, it will appear in the **ON-HOLD** list. You can then reactivate access to the class on or after the specified date by selecting the **Reactivate Access** button.

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



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 My Classes page. There are several actions you can take with inactive classes.

Option 1: Reenroll

Use this option to re-enroll in the inactive class by applying a 20-character access code linked to your profile account or entering a new access code.

Option 2: Download 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 for that class.

Option 3: Hide class

This option will hide the inactive class from your **My Classes** page. You can view your hidden classes by selecting **Hidden** in the **Current | Hidden toggle** (See page 4, #3).

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

Appendix A: Purchasing an ALEKS Access Code Online

If you selected **No, I need to purchase an access code** on the **Apply Access** page ([Step 4](#)), follow these steps to complete your purchase. Once finished purchasing, you will be automatically redirected back to ALEKS.

- Select the access length (from a drop-down menu) that accommodates the full length of your class. Then, choose your course type from one or more options and select the **Continue** button.
- You will now be redirected to the McGraw-Hill eCommerce website to complete your purchase.
- Complete the registration steps and review your order, then select **Payment**.
- Fill in your payment information and select **Place Order** to complete the transaction process.
- You will receive TWO confirmation emails. Be sure to check BOTH emails for information.

The screenshot shows a web browser window with a "Secure Connection" lock icon in the top left. A progress bar at the top indicates four steps: Address, Review, **Payment** (current step), and Complete Registration. The main content area displays the user's name and address: Sally Doe, 15460 Laguna Canyon Road, Irvine, CA 92618, US, with an "Edit" link below. The course is listed as "ALEKS for Beginning Algebra: One-semester (18 weeks)" with an "Order Total: \$81.00 USD". The payment section includes input fields for Card Holder Name (Sally Doe), Credit Card Number (1111222233334444), Expiration Date (January 2018), and CVC Number (123), with a "What is this?" link next to the CVC field. At the bottom are "Review Order" and "Place Order" buttons. A disclaimer at the very bottom states: "By clicking the 'Place Order' button, we are processing your order and charging your debit or credit card. Your debit or credit card will be pre-authorized for the full order amount to verify sufficient funds. This pre-authorized charge will be credited by your bank once the invoice is processed. Please note a delay with your bank posting this credit could occur."

- You will be redirected back to the ALEKS website where you will see a receipt indicating that your access code has been applied to the class.
- Select the **Continue** button to arrive at your **My Classes** page where the class is **Active** (page 4).

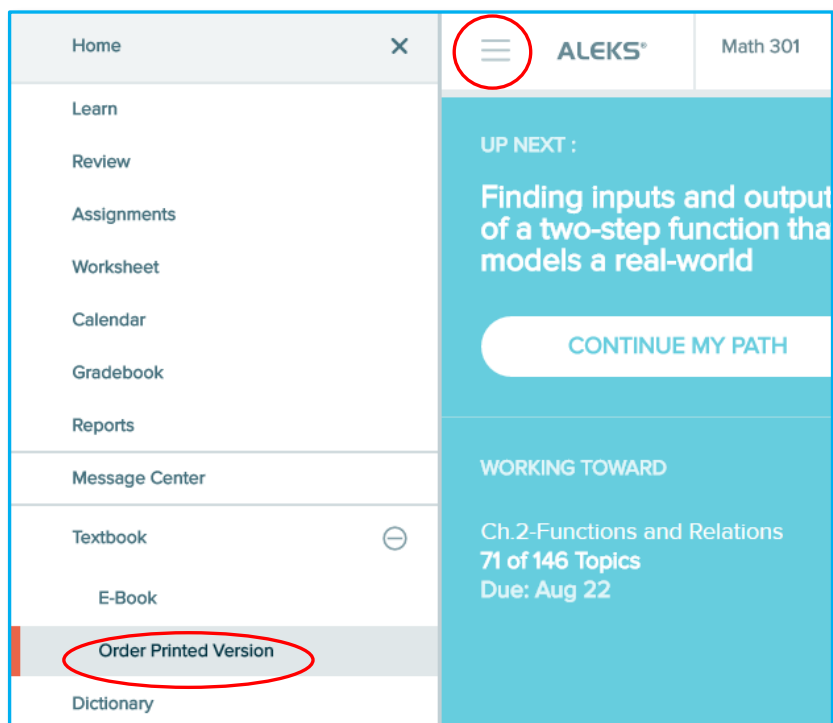
NOTE: If the code does not automatically apply to the class, select the error message link to retrieve your access code (write this down) and select **Proceed to Log In** to return to Aleks.com and log in. Locate the class in the **On Hold** section and select **Apply Access** from the menu in the top right corner of the class tile to enter your new access code.

Appendix B: Purchasing a Loose-Leaf Version of Your Textbook

If you activated an ALEKS 360 code to use with your class, you'll have access to the eBook version of your course textbook directly from within your ALEKS account. You can also purchase a loose-leaf version of this eBook for a significant discount. There are two ways you can purchase the loose-leaf version.

Option 1: Purchase from the Account Menu

- Open the menu by selecting the menu icon in the top, left corner
- Open the **Textbook** heading by selecting the plus sign.
- Select the **Order Printed Version** option. This will take you to the McGraw-Hill online store where you can purchase the loose-leaf version of your textbook.



Option 2: Purchase Directly from the eBook

- Open the eBook through the **Textbook** section of the account menu. Or, you can access the eBook directly from a topic's Learning Page, Practice Problem, or Explain Page by clicking on the eBook icon.
- Select the **Order Printed Version** link in the top, right corner. This will take you to the McGraw-Hill online store where you can purchase the loose-leaf version of your textbook.