How to Register for and Manage Your ALEKS Classes (Classic)

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Student Registration Instructions for ALEKS Classic

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 six steps below. Be sure to check out the ALEKS Account Home section to learn more about managing your ALEKS account and courses.

**Step 1 of Student Registration:** Go to www.aleks.com and select the SIGN UP NOW! Link under the Registered Users box on the left-hand side of the page.

Step 2: Enter the 10-character class code provided by your instructor in the course code box and select the Continue button.
Step 3: 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 the (Modify) link to make any corrections. If your information is correct, select the Continue button.

Step 4: 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 5:** Enter your 20-character ALEKS Access Code and select the Continue button. If you do not have an access code now, select the purchase an access code link. 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 now. Otherwise, complete the registration steps to create a new ALEKS account and select the Continue button. A confirmation email will be sent to the email address you provided. 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. To learn more about managing your ALEKS Account, including how to update your information and sign up for new classes, see the ALEKS Account Home section of this guide.
The ALEKS Account Home

Your Account Home allows you to easily manage all 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.

Here are a few things you can do directly from your account home page:

- Select the arrow next to your name in the top, right corner to manage your settings.
- Select the **Sign up for a new class** button to register for an ALEKS class (requires a new access code).
- Select the hyperlinked name of your class to begin working in ALEKS. Continue to the next page to learn more about the actions you can take with your ALEKS classes.

To return to your Account Home from within an ALEKS class at any time, select the arrow next to your name in the top, right corner and then select **Account Home**.
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 Account Home. There are three actions you can take with active classes.

Option 1: 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.

Option 2: 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 later. Once you suspend access, you will be given the reactivation details, including the reactivation date. 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 selecting the Reactivate button.

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

Option 3: 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 to extend access to a class. Once you select this option, you will be directed on how to purchase additional access.
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.

**Option 1: 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 for that class.

**Option 2: Renew access**
Use this option to renew access to an inactive class. You will need a 20-character access code to renew access to a class. After selecting this option, you will be directed on how to purchase additional access.

**Option 3: 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.

**Option 4: 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 by visiting [http://support.aleks.com](http://support.aleks.com).
Appendix A: Purchasing an ALEKS Access Code Online

If you selected the purchase an access code link in Step 5 of the registration instructions, follow these steps to complete your purchase. Once you are finished purchasing, you will automatically be redirected back to ALEKS to complete your registration.

Follow these steps to purchase an ALEKS access code:

- Choose an access code that accommodates the full length of your class so that you don’t run out of time in the middle of the course. Then select the purchase code link.
- You will now be redirected to the McGraw-Hill ecommerce website to complete your purchase.
- Complete the registration and payment steps.
- You will receive TWO confirmation emails. Be sure to check BOTH emails for information.
- Select the Complete Registration button on the last step.

- You will be redirected back to the ALEKS website where you will receive your access code.
- Select the Continue Sign Up button. Return to Step 6 of the registration instructions (page 4). If the Continue Sign Up button does not appear, write down your access code and return to Step 1 of the registration instructions.