Extending Student Accounts for Administrators
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Extending Student Accounts

ALEKS Administrators can quickly and easily extend student accounts at the district, school, instructor, or individual class levels. This enables administrators to efficiently manage student accounts with no action required from instructors or students. After extending these accounts, students can continue to use their accounts without any interruption to their subscription.

**ALEKS Instructors can extend student accounts at the instructor or class levels. To learn more, please read the “Extending Student Accounts for Instructors” documentation on the K-12 Training Center.**

Extending Student Accounts at the School Level

Navigation

ALEKS School-Level Administrators can easily extend student accounts across multiple instructors and classes within their school from the Institution dashboard or sub-navigation menu. On the Institution Information dashboard tile, there will be a link to extend student accounts. If there is no link on the dashboard tile, navigate to the Subscriptions sub-navigation menu and select “Extend Student Accounts” from the Student menu.
Extending Student Accounts

To extend expired or soon-to-be expired student accounts, administrators will need to first choose the subscription type that will be used to extend the accounts. Please note that administrators can extend student accounts with a new subscription type that is different than a student’s current subscription type. For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.

If extra subscriptions are needed, ALEKS administrators can order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, administrators will choose the student accounts that need to be extended. There are multiple filtering options, including:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks); or
- A custom date range selected by the administrator (up to 120 days);
Once the administrator has filtered the student accounts by expiration date, he can select the checkbox next to each student’s name and select “Extend” at the top of the table.

After the administrator selects “Extend,” he will be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. **Please note that the new subscription will be used immediately after the old subscription expires.**
Extending Student Accounts at the District Level

Navigation

ALEKS District-Level Administrators can easily extend student accounts across multiple institutions, instructors, and classes within their district. To extend these accounts, navigate to the Institution Administration sub-navigation menu and select “Extend Student Accounts” from the Students menu.

Extending Student Accounts

To extend expired or soon-to-be expired student accounts, administrators will need to first choose an institution in their district.

Next, the administrator will need to choose the subscription type that will be used to extend the accounts. Please note that administrators can extend student accounts with a new subscription type that is different than a student’s current subscription type. For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.
If extra subscriptions are needed, ALEKS administrators can order additional ALEKS subscriptions directly from the Extend Student Accounts page.

Next, administrators will choose the student accounts that need to be extended. There are multiple filtering options, including:

- Students with accounts that are expiring within 1-4 weeks;
- Students with recently expired accounts (expired within previous 2 weeks); or
- A custom date range selected by the administrator (up to 120 days);
Once the administrator has filtered the student accounts by expiration date, he can select the checkbox next to each student’s name and select “Extend” at the top of the table.

After the administrator selects “Extend,” he will be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. Please note that the new subscription will be used immediately after the old subscription expires.