Student Self-Registration
# Table of Contents

**Student Self-Registration**.................................................................................................................. 1

*New Students* ........................................................................................................................................... 1

Navigation ................................................................................................................................................ 1

Registration Completion ......................................................................................................................... 2

*Existing/Returning Students with No Active Class(es)* ................................................................. 4

Navigation ................................................................................................................................................ 4

Registration Completion ....................................................................................................................... 5

*Existing/Returning Students with Active Class(es)* ..................................................................... 6

Navigation ............................................................................................................................................... 6

Switching to a New Class ....................................................................................................................... 7

Registering for an Additional Class ..................................................................................................... 9

**Instructor Authorization** .................................................................................................................. 11

Navigation ............................................................................................................................................... 11

Authorization ......................................................................................................................................... 12


**Student Self-Registration**

Students can easily enroll in an instructor’s class using Student Self-Registration. This registration method can be used with new students or any returning students who already have an existing ALEKS account. This registration method can also be used with students who need to move to a new class with a different instructor, or for any students who need to enroll in multiple ALEKS classes.

Please note that only one registration method should be used for enrolling students (Student Self-Registration, Pre-Registration, or Batch Registration).

To enable students to self-register for ALEKS, instructors must provide students with the 10-character class code for their class (this can be found in the Class Summary in the Instructor Module). Once students receive a class code from their instructor, they can register for an ALEKS class.

---

**Class Information**

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Edit</th>
<th>Class Code: XXXXX-XXXXX</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor: I am teaching this class</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**New Students**

**Navigation**

New students can register for an ALEKS class by navigating to the ALEKS homepage at [www.aleks.com](http://www.aleks.com) and selecting the yellow “New Student? Sign Up Now!” box.
Once a student selects this box, he will be taken to the Student Sign Up page where he can enter in the class code provided by his instructor.

After the student enters the class code and selects “Continue,” he will be taken to the Confirm Enrollment Information page to complete his class registration.

**Registration Completion**

The student can confirm he entered the correct class code and is enrolling in the correct class on the Confirm Enrollment Information page.

If the information on this page is correct, the student can select “Continue” to continue registering. If the information is incorrect (wrong school, teacher, or class), he can select “Modify” to change the class code.
Once the student has confirmed that the correct class code has been entered, he will be taken to the Student Information page. On this page, the student can enter his name, as well as optional information such as email address and student ID number (recommended).

The student will then be provided with his ALEKS login name and password. If the student would like to change his password, he can do so now.
Once the student selects “Continue,” he has been enrolled in his instructor’s class and is pending authorization from his instructor. Once the instructor has authorized the student’s registration, he will be able to log into ALEKS and begin working in the program.

Existing/Returning Students with No Active Class(es)

Navigation

Returning students who need to move into a new class and have an existing ALEKS account can easily self-register for a new class directly from their Student Account. To sign up for a new class, a student can log into her account at www.aleks.com to begin the process. Any students with an expired ALEKS subscription or an inactive ALEKS class will be taken to the My Classes screen.

From the My Classes screen, the student will see a list of her active and/or inactive classes, as well as a button to sign up for a new class.
Registration Completion

Once the student selects “New Class,” she will be prompted to enter in the class code provided by her instructor.

The student can confirm she has entered the correct class code and is enrolling in the correct class on the Confirm Enrollment Information page. If the information on this page is correct, the student can select “Continue” to continue registering. If the information is incorrect (wrong school, teacher, or class), she can select “Modify” to change the class code.
Once the student selects “Continue,” her registration is complete and is pending authorization from her instructor. Once the instructor has authorized the student’s registration, she will be able to log into ALEKS and begin working in her new class.

![ALEKS Student Registration]

**Existing/Returning Students with Active Class(es)**

**Navigation**

Any students who are currently enrolled in an active ALEKS class can easily switch to a new class by logging into their ALEKS account and navigating to the Main Menu.
From the Main Menu, the student can select “Manage My Classes” to switch to a new class or enroll in an additional ALEKS class.

From the My Classes screen, the student can **switch to a new ALEKS class** (will continue with her current, non-expired ALEKS subscription) or can **register for an additional ALEKS class** (will consume a new ALEKS subscription).

**Switching to a New Class**

Students can easily switch to a new ALEKS class with a new or different instructor if they have a current, non-expired ALEKS subscription. Switching classes allows students to sign up for a new ALEKS class without consuming a new ALEKS subscription or enrolling in multiple classes.
Students can easily switch to a new ALEKS class by selecting the “Switch class” link under their active ALEKS class. Once the student selects “Switch class,” she will be prompted to enter in the class code provided by her instructor.

The student can confirm she has entered the correct class code and is enrolling in the correct class on the Confirm Enrollment Information page. If the information on this page is correct, the student can select “Continue” to continue registering. If the information is incorrect (wrong school, teacher, or class), she can select “Modify” to change the class code.

Once the student selects “Continue,” her registration is complete and she can begin working in her new class.
NOTE: After the student switches to her new class, her previous class will be moved to the Inactive Classes section of the My Classes screen. Additionally, the student may need to complete a new Initial Knowledge Check.

Registering for an Additional Class

Students can easily register for multiple ALEKS classes from the My Classes screen. This option should only be used with students who need to be dual enrolled in multiple ALEKS classes as each enrollment will consume an ALEKS subscription.

After the student selects “New Class” from the My Classes screen, she will be prompted to enter in the class code provided by her instructor.
The student can confirm she has entered the correct class code and is enrolling in the correct class on the Confirm Enrollment Information page. If the information on this page is correct, the student can select “Continue” to continue registering. If the information is incorrect (wrong school, teacher, or class), she can select “Modify” to change the class code.

Once the student selects “Continue,” her registration is complete and is pending authorization from her instructor. Once the instructor has authorized the student’s registration, she will be able to log into ALEKS and choose which class she would like to work in from the My Classes screen.
Instructor Authorization

Instructors must authorize students who have self-registered before they can begin working in ALEKS. This allows instructors to prevent duplicate or mistaken enrollments and manage which students enroll in their class.

To authorize students who have self-registered, instructors must log into their ALEKS Instructor Account.

Navigation

Once the instructor has logged into her ALEKS account, she can select the class which students have registered for from the Class drop-down. On the Class Information dashboard tile, there will be a link to authorize pending students. If there is no link on the dashboard tile, navigate to the Class Administration sub-navigation menu and select “Authorize Students” from the Students menu.
Authorization

From the Authorize Students page, instructors can select which student registrations to authorize for their class. To authorize students, the instructor can select the checkbox next to a student’s name and select “Authorize” at the top of the table. If the instructor does not recognize a student’s name or suspects a duplicate account, she can select “Do Not Authorize.”

The instructor will then be asked to review and confirm the student(s) being authorized. Once the instructor confirms, the student(s) will be registered in ALEKS and can begin working in their account.