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How students enroll

To enroll in a typical course, a student needs to have a:

■ Student access code, a valid credit card, or a PayPal account— Students get an access code with a new book purchase or by buying the code separately in a student access kit/card at the campus bookstore. Students can also buy access to a course online with a credit card or PayPal account while they are enrolling.

The student access code is nontransferable and can be used only once.

If a student is waiting for financial aid, they can access your course without payment. This option grants a student temporary access to your course for 17 days. For more information, see <u>To request temporary access</u>.

■ **Course ID** – This number, which identifies your particular course, consists of your last name followed by five digits, for example, wong63229. You must give your students the course ID before they can enroll.

Email address - The student's registration and enrollment confirmation will be sent to this email address. This address is also available to you, the instructor, for course-based communications.

 A student who does not already have a Pearson account and is enrolling for the first time should follow the registration instructions from the Students area of the MyLab and Mastering website

To assist these students, print the instructions and distribute them, along with the course ID for your course.

■ A student who already has a Pearson account performs the steps in Registering and Enrolling in a New Subject below to enroll in a new course.

To assist these students, copy the instructions to a document and distribute. You may want to enter your course ID in the space provided in step 2.

Note: Students who need to enroll in another course based on the same textbook as a current or previous course should go through their Pearson Account Profile to enroll. They do not need to use a new access code or make a payment. Direct these students to:

- 1. Go to https://register.pearsoncmg.com/userprofile and sign in.
- 2. Under the list of MyLab and Mastering products, click **Enroll in a Course**.
- 3. Enter the course ID received from the instructor of the new course, confirm the course information, and click **Continue**.

If the student is prompted to provide an access code or purchase course access using a credit card or PayPal, the course materials do not match the previous course. The student should contact the instructor.

4. Click **Enter Course Now** to start using the new course.

Register and Enroll in a New Subject

- 1. Go to the MyLab and Mastering website and click **Student** in the Register area.
- 2. Enter the course ID you received from your instructor for your new course, and click **Continue**.

Course ID:

3. Follow the instructions to either:

Use a student access code, purchase access online, or request temporary access.

To use a student access code:

- 1. Go to the $\underline{\text{MyLab}}$ and $\underline{\text{Mastering website}}$ and click $\underline{\text{Student}}$ in the Register area.
- 2. Enter the course ID provided by your instructor and click **Continue**.
- 3. After verifying your course information, enter your username and password, and click **Sign In**.
- 4. If you don't have a Pearson account, click Create an account.
- 5. Complete the Create an Account page. Helpful hints display to guide you.
- 6. Read and accept the license agreement.
- 7. Optionally, you can select the check box to help us make our products better and learn about new offers.

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- 8. Click Create Account.
- 9. Click **Access Code** and enter your six-word access code in the boxes.
- 10. Click **Finish** to complete your registration.
- 11. Click Go to Your Course to access your online course.

To purchase course access online:

- 1. Go to the MyLab and Mastering website and click **Student** in the Register area.
- 2. Enter the Course ID provided by your instructor and click Continue.
- 3. After verifying your course information, enter your username and password, and click Sign In.
- 4. If you don't have a Pearson account, click **Create an account**.
- 5. Complete the Create an Account page. Helpful hints display to guide you.
- 6. Read and accept the license agreement.
- 7. Optionally, you can select the check box to help us make our products better and learn about new offers.
- 8. Click Create Account.
- 9. Select the button for the access level you want.
- 10. Select whether you want to pay with a credit card or use PayPal and enter payment information.
- 11. Click **Review** to review your order details. If you need to change anything, click the **Change** link.
- 12. Click Make Payment to submit your order.
- 13. Click **Go to Your Course** to access your online course.

To request temporary access

If a student is waiting for financial aid, 17 days of temporary course access without payment may be available.

- 1. Go to the MyLab and Mastering website and click **Student** in the Register area.
- 2. Enter the Course ID provided by your instructor and click Continue.
- 3. After verifying your course information, enter your username and password, and click **Sign In**.
- 4. If you don't have a Pearson account, click Create an account.
- 5. Complete the Create an Account page. Helpful hints appear to guide you.
- 6. Read and accept the license agreement.
- 7. Optionally, you can select the check box to help us make our products better and learn about new offers.
- 8. Click Create Account.
- 9. To get temporary access to your course, click the link at the bottom of the page.
- 10. When a confirmation message appears, click **Yes** to complete your registration.
- 11. You will receive a confirmation email with payment instructions. Click **Go to Your Course** to access your course.

For more help with registration, go to the <u>Get Started for Students</u> area of the MyLab and Mastering website. For instructions on registration, watch the Register for your course videos.

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