

Student Registration Instructions

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

Step 1: Go to www.aleks.com and select **SIGN UP NOW!** under the Registered Users box.

The screenshot shows a box titled "REGISTERED USERS". Inside, there are two input fields: "LOGIN NAME" and "PASSWORD". Below these fields is a green "LOGIN" button. Under the button is a link that says "Forgot your login info?". At the bottom of the box, there is a blue button that says "NEW USER? SIGN UP NOW!".

Step 2: Enter the 10-character class code provided by your instructor and click **Continue**.

The screenshot shows a page titled "Using ALEKS with a Class?". Below the title is a sub-header "K-12 - Higher Education". The text says: "Register here if you are a new student and need to use ALEKS with your class. To begin, enter your 10-character course code below. You should have received this code from your instructor." Below this text is a form for the "Course code:" with two input fields containing "ABCDE" and "12345", followed by a link "what's this?". Below the form is a green button labeled "» Continue". At the bottom, there is a link "I don't have a course code".

Step 3: Verify your enrollment information. If it is incorrect, check your class code and click on **(modify)** to make any corrections. If your information is correct, click on **Continue**.

The screenshot shows the ALEKS registration process. At the top is the ALEKS logo and a "HOME" link. Below is a progress bar with six steps: 1. Confirm Course Code (highlighted), 2. Account Status, 3. Course Access, 4. Student Information, 5. Account Creation, and 6. Registration Complete. Below the progress bar is the "Confirm Enrollment Information" section. It contains the text: "You are about to register to use ALEKS in the following course. Please check the course details carefully. If the information is correct, click 'Continue.' If the information is incorrect, click 'modify' to enter another course code." Below this text is a box containing the following details: Course: Math 101 (College), Subject: Intermediate Algebra, Instructor: Prof. Aleks, and School: Individual College. There is a "(modify)" link next to the school name. At the bottom of the box is a green button labeled "» Continue".

Step 4: Select whether or not you have used ALEKS before and click on **Continue**.

If you have used ALEKS before, you will be prompted to enter your existing account information.
You can retrieve your account information by clicking on **I forgot my login information**.

If you have never used ALEKS before, complete the registration steps to create a new ALEKS account and click on **Continue**. A confirmation email will be sent to the email address you provided.

IMPORTANT: Be sure to save your new login information!

The screenshot shows the ALEKS registration interface. At the top is the ALEKS logo and a 'HOME' link. Below is a progress bar with six steps: 1. Confirm Course Code, 2. Account Status (highlighted), 3. Course Access, 4. Student Information, 5. Account Creation, and 6. Registration Complete. The main content area says 'Welcome to ALEKS!' and asks 'Have you used ALEKS before?'. There are two radio button options: 'I have never used ALEKS before or I do not have an ALEKS login name.' (which is selected) and 'I have an ALEKS login name.'. A green 'Continue' button is at the bottom right.

Step 5: Once your registration is complete, ALEKS will check if your computer has the ALEKS plug-in.

- If you have the ALEKS plug-in, you will now be in your ALEKS class and can begin with the Answer Editor Tutorial. Please see Appendix A to learn more about managing your ALEKS account.
- If you do *not* have the ALEKS plug-in and your ALEKS course requires one, it will automatically install at this time. **When installation is complete, follow these steps:**
 - Close all browser windows and restart your browser.
 - Go to www.aleks.com.
 - Enter your ALEKS login name and password in the Registered Users box.
 - You will now be in your ALEKS account. Click on the name of your class to begin.

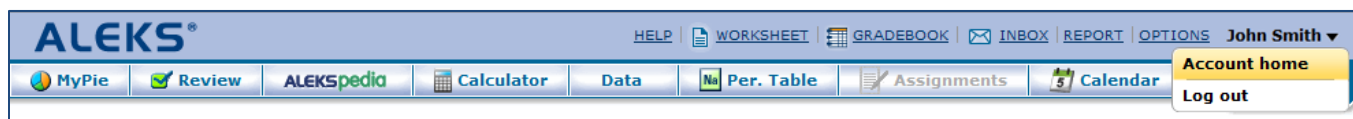
You are now officially an ALEKS student!

To learn more about managing your ALEKS Account, including how to update your information and sign up for new classes, **see Appendix A**.

Appendix A: Managing your ALEKS Account Home

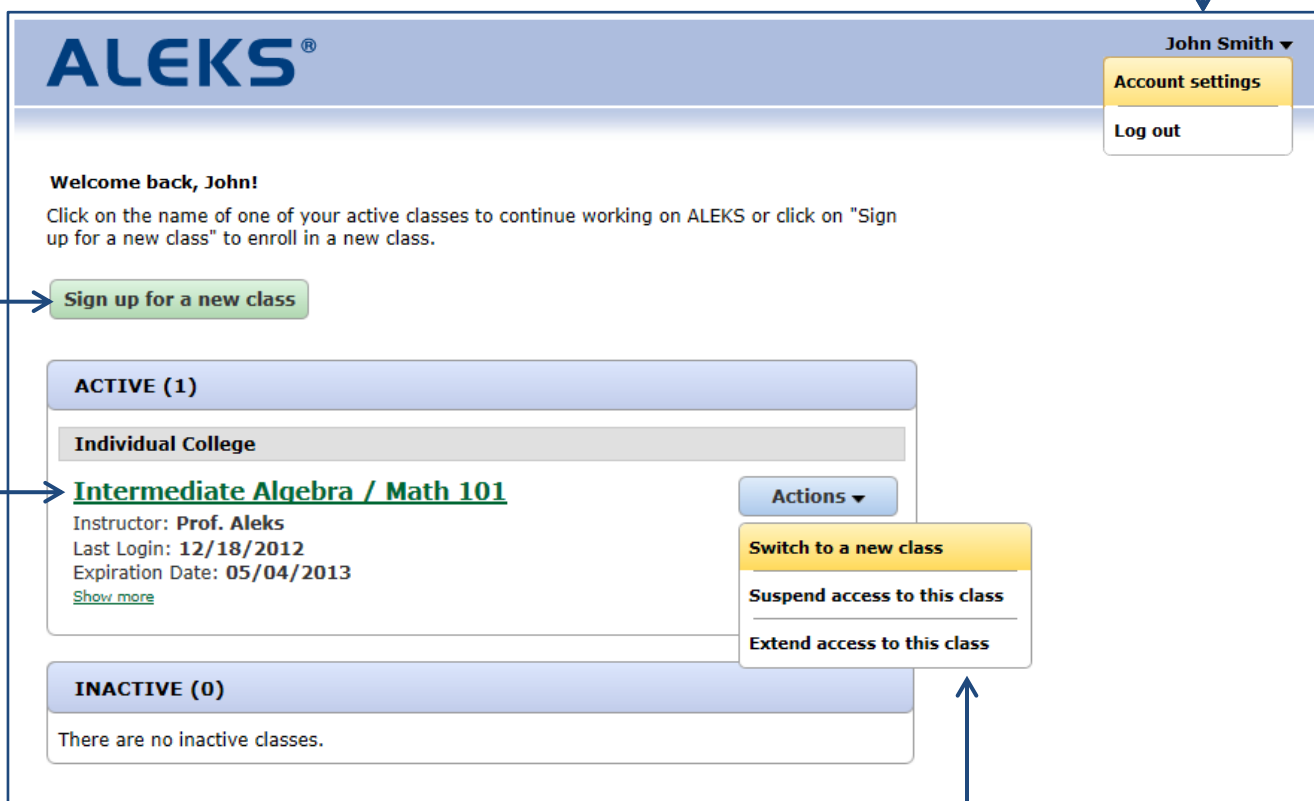
Your Account Home allows you to easily manage all of your ALEKS classes with one login. You can change your account information, sign up for new classes, suspend or extend access, and view previous classes.

To return to your Account Home from within an ALEKS class at any time, click on your name in the top, right corner and select **Account home** from the menu. This is also where you can log out of your account.



Click on **Sign up for a new class** in order to register for a new ALEKS class.

Click on your name in the top, right corner to manage your account settings, such as changing your password and updating your email address. This is also where you log out of your account.



To begin working in ALEKS, click on the name of your class.

The **Actions** menu in each section allows you to manage your ALEKS classes. For more information on actions for active and inactive classes, please see pages 4-5.

Actions Menu for ACTIVE classes:

The screenshot shows a user interface for ALEKS. At the top, a blue header bar says "ACTIVE (1)". Below it, a grey bar says "Individual College". The main content area shows the class name "Intermediate Algebra / Math 101" in green. Below the class name, it lists "Instructor: Prof. Aleks", "Last Login: 12/18/2012", and "Expiration Date: 05/04/2013". There is a link "Show more" in green. To the right of the class information is a blue button labeled "Actions ▼". A dropdown menu is open, showing three options: "Switch to a new class" (highlighted in yellow), "Suspend access to this class", and "Extend access to this class".

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.

Switch to a new class

This option appears when you have time remaining in your ALEKS subscription and would like to switch to a new class (for example, switching to a new section of the same course at your school). 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.

NOTE: Your previous class may appear in the **INACTIVE** list, along with any progress made, depending on how long you were enrolled. For questions, contact ALEKS Customer Support: <http://support.aleks.com>

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 at a later date. Once you suspend access, you will be provided with the reactivation details.

NOTE: Your access code will determine the minimum and maximum suspension time allowed. For questions, contact ALEKS Customer Support: <http://support.aleks.com>

The screenshot shows a user interface for ALEKS. At the top, a blue header bar says "ON-HOLD (1)". Below it, a grey bar says "Individual College". The main content area shows the class name "Intermediate Algebra / Math 101" in red. Below the class name, it lists "Instructor: Prof. Aleks" and "Last Login: 12/18/2012". There is a link "Show more" in green. To the right of the class information is a blue button labeled "Reactivate".

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 clicking on the **Reactivate** button.

Extend access to this class

Use this option if your ALEKS subscription has expired (i.e. your access code ran out of time) and you need more time in the class. You will need a new 20-character access code in order to extend access to a class. Once you select this option, you will be directed on how to purchase additional access.

Actions Menu for INACTIVE Classes

The screenshot shows a web interface for ALEKS. At the top, a blue header bar contains the text "INACTIVE (1)". Below this, a grey bar reads "Individual College". The main content area displays details for a class: "Pre-Algebra / ALEKS Course - 110". Below the class name, it lists "Instructor: Prof. Aleks", "Last Login: 12/18/2011", and "Expiration Date: 05/04/2012". A link "Show more" is visible. To the right of the class details is a blue button labeled "Actions ▾". A dropdown menu is open from this button, showing three options: "Download progress (PDF)" (highlighted in yellow), "Renew access to this class", and "Delete from my account".

Once access to your ALEKS class expires or you have un-enrolled from a class after a certain number of days, it will appear in the **INACTIVE** section of your Account Home. For questions, contact ALEKS Customer Support: <http://support.aleks.com>.

There are three actions you can take with inactive classes.

Download progress (PDF)

This option allows you to view and download progress made in the class. It will download as a PDF and show the most recent ALEKS Progress Report from that class.

Renew access to this class

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

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.