ALEKS

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.

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

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**.

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!

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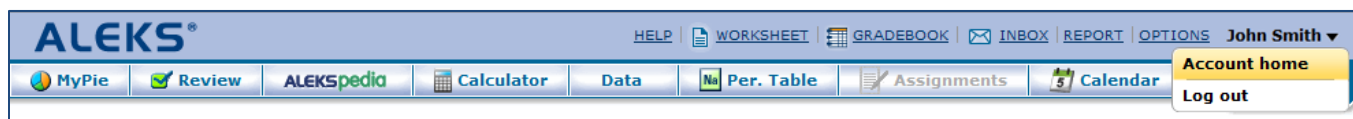
Click on **Sign up for a new class** in order to register for a new ALEKS class.

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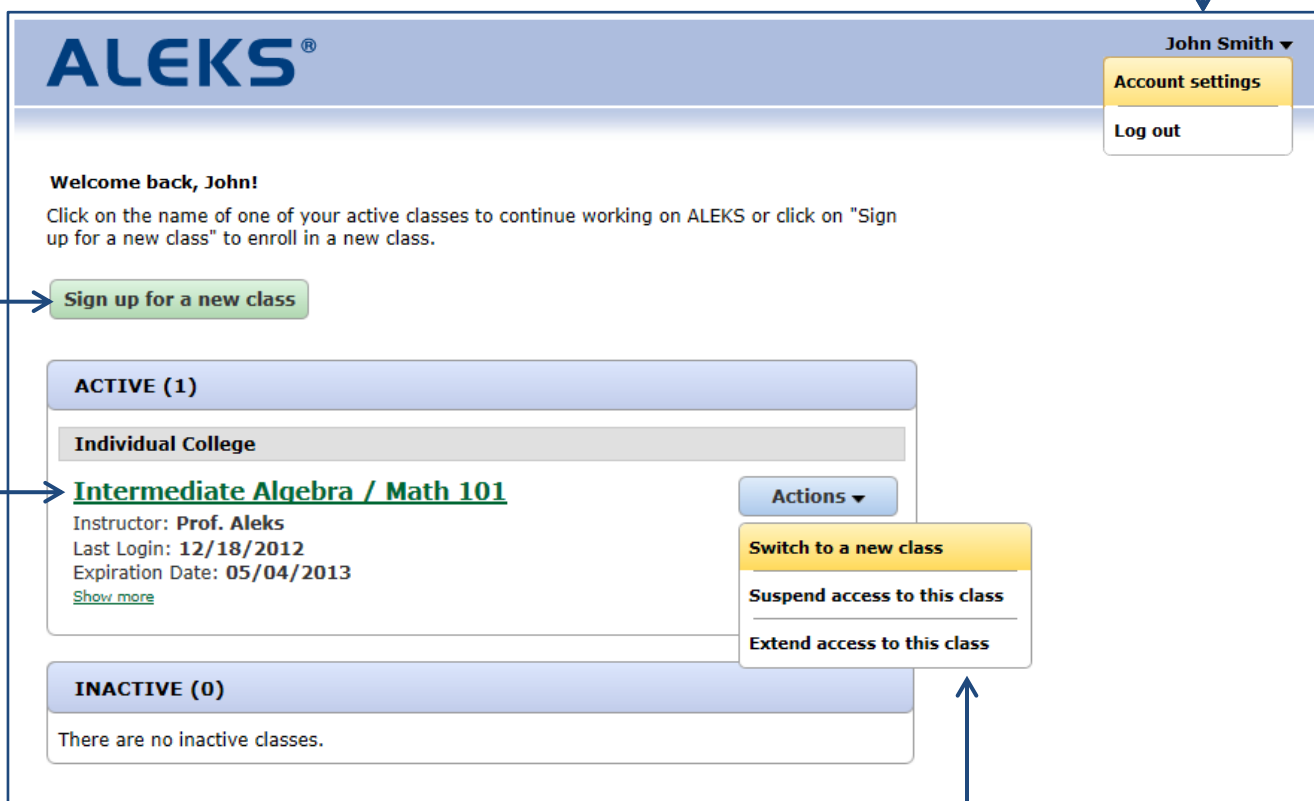
To begin working in ALEKS, click on the name of your class.

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.

ALEKS

Actions Menu 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.

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

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.

![ALEKS logo]

Actions Menu for INACTIVE Classes

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.