# Student Registration Instructions

Before you begin, you will need a 10-character Class Code and a 20-character ALEKS Access Code.
If you do not have an access code, you can purchase one during this registration process.
*For assistance during registration, 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 login and password. You can retrieve your login information by clicking on **I forgot my login information.**



**Step 5:** Enter your 20-character ALEKS Access Code and click on **Continue.** If you do *not* have an access code at this time, click on **purchase an access code**. For purchasing steps, please see Appendix A.

**Be sure to select an access code that accommodates the full length of your class!**

**Step 6:** If you entered your existing ALEKS account information in Step 4, you will be prompted to verify your email address at this time.

Otherwise, 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 (see Sample Email #3). **IMPORTANT: Be sure to save your new login information!**

**Step 7:** Once your registration is complete, you will be in your ALEKS class and can begin with the Answer Editor Tutorial. Please see Appendix B to learn more about managing your ALEKS account.

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**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 B**.

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# Appendix A: Purchasing an ALEKS Access Code Online

- After clicking on the **purchase an access code** link in Step 5, select an access code that accommodates the length of your class. Click **purchase code**.
- You will now be redirected to the McGraw-Hill ecommerce website to purchase an access code.
- Complete the registration and payment steps.
- You will receive TWO confirmation emails (see Sample Email #1 and #2).
- Be sure to click on the **Complete Registration** button on the last step!
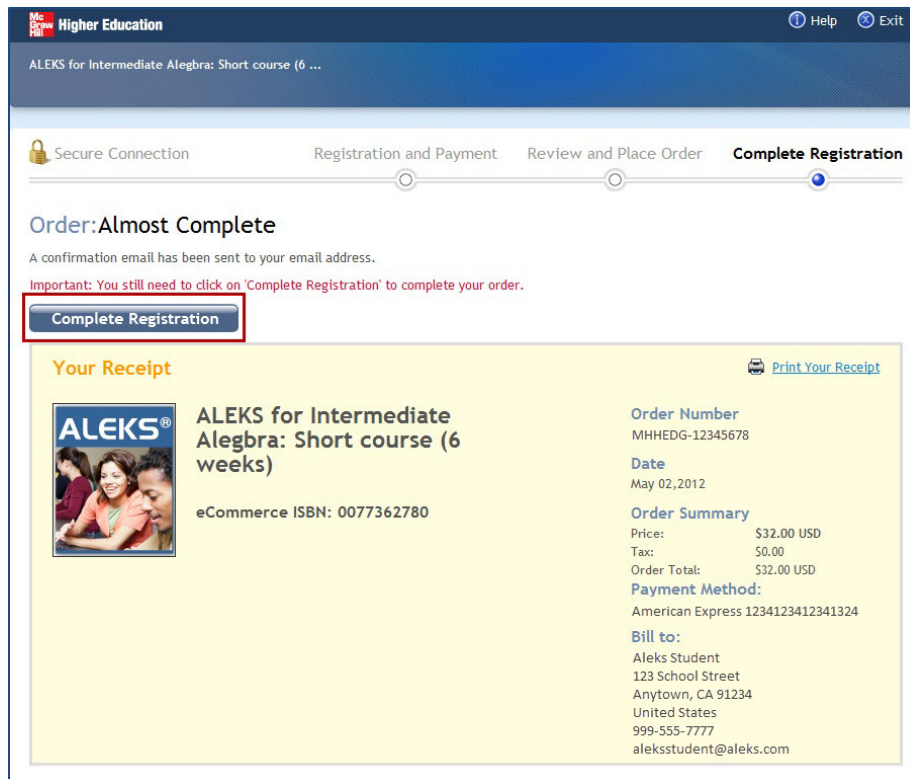


- After clicking **Complete Registration**, you will be redirected back to the ALEKS website where you will receive your access code.
- Click on **Continue Sign Up** and return to **Step 6** in the registration instructions. NOTE: If the Continue Sign Up button does not appear, record your access code and return to **Step 1**.

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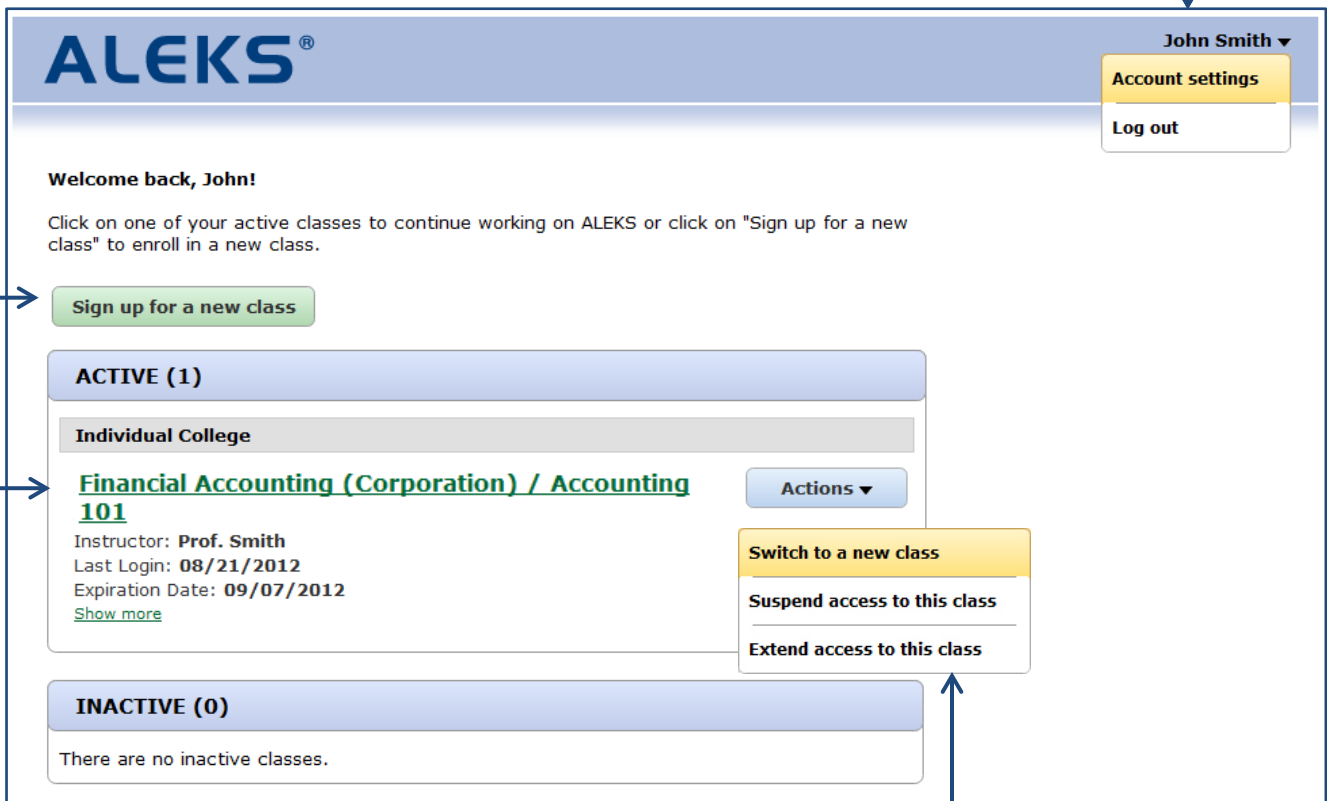
## Appendix B: Managing your ALEKS Account Home

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.

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HELP | WORKSHEET | GRADEBOOK | INBOX | REPORT | OPTIONS | John Smith ▼

**Account home**
**Log out**

🌐 MyPie | ☑ Review | **ALEKS**pedia | 🧮 Calculator | Data | Na Per. Table | 📝 Assignments | 📅 Calendar

Click on **Sign up for a new class** in order to register for a new ALEKS class. Signing up here requires a new access code.

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.

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John Smith ▼

**Account settings**

**Log out**

**Welcome back, John!**

Click on one of your active classes to continue working on ALEKS or click on "Sign up for a new class" to enroll in a new class.

[ Sign up for a new class ]

**ACTIVE (1)**

**Individual College**

**Financial Accounting (Corporation) / Accounting 101**

[ Actions ▼ ]

Instructor: **Prof. Smith**
Last Login: **08/21/2012**
Expiration Date: **09/07/2012**
Show more

**Switch to a new class**

**Suspend access to this class**

**Extend access to this class**

**INACTIVE (0)**

There are no inactive classes.

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 6-7.

## 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 or using remaining time on a code for a new class). 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.

# 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 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.

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## Sample Confirmation Emails

**\*\* If you do not receive your confirmation emails, please check the Spam or Junk Mail folder. \*\***

Sample Email #1: Purchase Confirmation from McGraw-Hill

**Gmail** by Google                    **SAMPLE EMAIL #1**                    Aleks Student <aleksstudent@aleks.com>

**Thank you for your purchase**
1 message

noreply-he@mcgraw-hill.com <noreply-he@mcgraw-hill.com>                    Wed, May 2, 2012 at 10:56 AM

Dear Aleks,

Thank you for purchasing ALEKS for Intermediate Alegbra: Short course (6 ....

If you haven't completed your ALEKS registration, click on the link below to retrieve your ALEKS access code.

Retrieve ALEKS access code

Or go to http://www.aleks.com/mhcode with your web browser, fill in the information provided in the order summary (below), and copy/paste the following confirmation code:

Confirmation code: ab12cd34ef56gh78ij90kl12mn34op56

Order summary:

eCommerce ISBN:     0077362780
Order Date:         May 02, 2012
Order Number:       MHHEDG-12345678
Card Number:        xxxxxxxxxxx1324
Payment method:     American Express
Bill to:            Aleks Student
                    123 School Street

                    Anytown, CA 91234
                    US

| QTY | PRICE | TITLE |
|-----|-------|-------|
| 1 | $32.00 | ALEKS for Intermediate Alegbra: Short course (6 weeks) |
| | ===== ==== ============================== | |
| | $32.00 | Merchandise subtotal |
| | $0.00 | Sales tax |
| | $32.00 | Grand Total |

Your order number is included in this email for future reference.If you have questions or problems regarding your order, please have your order number available when contacting our eCommerce/Customer Service group at (877) 833-5524.

**DIGITAL RETURNS POLICY**

Customers will receive a full refund or be allowed an exchange for digital products accessed online if returned within 10 days of purchase. Digital products, which are purchased as an access card or which are downloadable, such as certain eBooks, are not eligible for return. To obtain a refund, the customer will be required to supply their order and online access code information to Customer Service. Please contact Customer Service at 800-262-4729.

![McGraw Hill Education | ALEKS®]

Sample Email #2: Access Code Confirmation from ALEKS

**SAMPLE EMAIL #2**

Aleks Student <aleksstudent@aleks.com>

**ALEKS access code confirmation [REF:new]**
1 message

**ALEKS Corporation** <support-noreply@aleks.com>
Reply-To: ALEKS Support Ticket <support-new-ticket@aleks.com>

Wed, May 2, 2012 at 11:00 AM

**ALEKS®**

**ALEKS® Access Code Purchase Confirmation**

Dear Aleks S.,

This email confirms that you have purchased an ALEKS Access Code. Your Access Code is:

**12345-ABCDE-67890-FGHIJ**

Please keep this email for future reference as it contains your purchase details.

**McGraw-Hill Education Purchase Details:**
Order Number MHHEDG-12345678

| Item | Course |
|------|--------|
| Access Code | ALEKS for Intermediate Alegbra: Short course (6 weeks) |

If you have already completed your registration with ALEKS, keep your Access Code for reference.

Otherwise, go to http://www.aleks.com, click on "SIGN UP NOW!", enter your ALEKS Course Code in the left-hand box (this is a 10-character code you will obtain from your instructor), and follow the on-screen instructions to enter your Access Code.

Thank you,

ALEKS Corporation

**www.aleks.com**

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This email was automatically generated by the ALEKS system.
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**Sample Email #3: ALEKS Account Registration Confirmation**