# Student Registration Instructions

Before you begin, you will need a 10-character Class Code provided by your instructor 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 this process, please contact ALEKS Customer Support at [http://support.aleks.com](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.

Step 5: Enter your 20-character ALEKS Access Code and click on Continue.

If you do not have an access code and need to purchase one during this process, click on purchase an access code online. For steps on purchasing an access code online, please see Appendix A.
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 with your ALEKS login name and password will be sent to the email address you provided (see Sample Email #3). **Be sure to save your new login information!**

Step 7: Once your registration is complete, ALEKS will check if your computer has an ALEKS plug-in.

- If you have an ALEKS plug-in, you will now 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.

- If you do not have an ALEKS plug-in and are enrolled in an ALEKS course that 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](http://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 B.
Appendix A: Purchasing an ALEKS Access Code Online through McGraw-Hill

- After clicking **purchase an access code online** in Step 5, select a subscription length that accommodates the length of your class.
- You will now be redirected to the McGraw-Hill 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**.
Appendix B: Managing your ALEKS Account Home

Your Account Home allows you to easily manage your past, present, and future ALEKS classes with one login. From here, you can change your account information, sign up for new classes, suspend or extend access to active classes, and view previous classes.

Click on the name of your class to begin working. If you need to return to your Account Home from within an ALEKS class, click on your name in the top, right corner and select Account home from the drop-down menu.

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.

The Actions menu allows you extend, renew, or suspend access to a class in which you are currently enrolled. You can also switch to a new class from this menu.
Sample Confirmation Emails

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

Sample Email #1: Purchase Confirmation from McGraw-Hill

** SAMPLE EMAIL #1 **

Thank you for your purchase

1 message

noreply.he@mcgraw-hill.com <noreply.he@mcgraw-hill.com> Wed, May 2, 2012 at 10:06 AM

Dear Aleks,

Thank you for purchasing ALEKS for Intermediate Algebra: 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: ab12cd54e5fgh78j00k12mn34op56

Order summary:

| #Commerce ISBN: | 0077362780 |
| Order Date: | May 02, 2012 |
| Order Number: | MHGEDG-12345678 |
| Card Number: | xxxxxxxxxxxxx1324 |
| Payment method: | American Express |
| Bill to: | ALEKS Student
123 School Street
Anytown, CA 91234
US |

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<tr>
<td></td>
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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) 833-6523.

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.
Sample Email #2: Access Code Confirmation from ALEKS

Aleks Student <aleksstudent@aleks.com>  
Wed, May 2, 2012 at 11:06 AM

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

ALEKS access code confirmation [REF: new]
1 message

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ALEKS® Access Code Purchase Confirmation

Dear Aleks S.,

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

12345-ABCDEF-67890-FGHILJ

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

McGraw-Hill Education Purchase Details:
Order Number: MHEDG-12345678

<table>
<thead>
<tr>
<th>Item</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Access Code</td>
<td>ALEKS for Intermediate Algebra: Short course (6 weeks)</td>
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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

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www.aleks.com

ALEKS is a registered trademark of ALEKS Corporation.

This email (including any attachments) may contain information that is private, confidential, attorney-client privileged, or otherwise legally protected from disclosure. If you have received this e-mail in error, please delete it from your system without copying it and notify the sender by reply e-mail so that our records can be corrected.
SAMPLE EMAIL #3

ALEKS Registration [REF:welcome]

1 message.

Fri, May 4, 2012 at 3:01 PM

You Have Successfully Registered with ALEKS®

Dear Aleks Student,

Thank you for registering with ALEKS. This email contains your login name and password - please keep this email for future reference.

To log in, please go to http://www.aleks.com/login and enter the following information:

Login name: ASTUDENT
Password: MATHRULES

If you require technical assistance, please contact ALEKS Customer Support at http://support.aleks.com

Thank you,

ALEKS Corporation

www.aleks.com

This e-mail (including any attachments) may contain information that is private, confidential, attorney-client privileged, or otherwise legally protected from disclosure. If you have received this e-mail in error, please delete it from your system without copying it and notify the sender by reply e-mail so that our records can be corrected.