

Read the descriptions for each of the following possibilities and follow the steps associated with the possibility that best describes your situation.

Possibility 1 You Have Never Used MyMathLab for Math 121 and Plan on Using the Access Code Printed in the Student Access Kit

1. Use your internet browser to go to www.mymathlab.com.
2. Click the **Register** button near the upper right-hand corner of the screen.
3. Click the **Student** button in the **Register** area on the right-hand side of the screen.
4. Type the **Course ID** listed at the top of this handout in the Enroll in a New Course area.
5. Click the **Continue** button.
6. Verify that the course information is correct.
7. Click the button next to **Use an Access Code**. Type the access code from your Student Access Kit using capital letters. It should have the form XXXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX. Click **Next**.
8. Read the **Privacy Policy** and **License Agreement**.
9. Scroll down as necessary and click **I Accept**.
10. Indicate whether you already have a Pearson account.
 - a. If you have used MyMathLab previously or if you have previously registered for an online product published by Addison Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall, select **Yes**.
 - i. Enter the **Login Name** and **Password** you used when you previously registered.
 - ii. Click **Next**.
 - iii. Verify that the information in the prefilled fields is correct and fill in any required fields that are blank.
 - iv. Click **Next**.
 - b. If you have never used an online product like MyMathLab, select **No**.
 - i. Type a **Login Name**.
Your Login Name needs to be between 4 and 64 characters long.
Click **Check Availability**. If the Login Name you typed is available, you will see a green check mark. If it is not, you will see a red X, and you will need to type a different Login Name.
 - ii. Create a **Password** and then re-type your password.
Your password needs to be between 8 and 32 characters long with at least one letter and one digit.
As you type your password, you should see the Strength change from **Too short** to **Good**. If you see **Invalid**, double check that you have only used the acceptable characters listed to the left.
 - iii. Click **Next**.
 - iv. Enter your **First Name**, **Last Name**, and a valid **Email Address**.
 - v. Select **United States** from the **School Country** drop-down list.
 - vi. Type **81001** for the **School Zip or Postal Code**.
 - vii. Select **Colorado State Univ – Pueblo** from the **School Name** drop-down list.
 - viii. Select a **Security Question** from the drop-down list and then type your answer.
 - ix. Click **Next**.
 - c. If you aren't sure, select **Not sure**. Enter your **Email Address** and click **Search**.
 - i. If you have an account, your login information will be sent to your email address within a few moments. Change your selection to **Yes** and refer back to step 10a.
 - ii. If you do not have an account, change your selection to **No** and refer back to step 10b.
11. Review the Confirmation & Summary page information.
12. Click **Print This Page** to print the page to keep a record of your login name, the email address used on your account and your registration transaction information, in case you need to contact Customer Support.
(If you provided a valid e-mail address, you will also receive an email message that contains your Login Name and Password.)
13. Click the **Log In Now** button.
14. Log in to MyMathLab using your Login Name and Password.
15. In the **Courses** area, click **Math 121 Time Instructor Fall 11** to access the course materials.
16. Take some time and explore the system. In particular, click the "How to Enter Answers Using the MathXL Player" link in the **Announcements** area and take the tour.

Acceptable characters for Login Names and Passwords:
A-Z, a-z, 0-9, at sign (@), period (.), hyphen (-) and underscore (_)

Possibility 2

You Have Never Used MyMathLab for Math 121 and Plan on Purchasing Your Access Code Online

Follow the steps for Possibility 1 with the following adjustments.

1. Change for step 7: Click the button next to **Pay with a credit card or PayPal** and then click the **Buy** button.
2. Between steps 10 and 11, enter your payment information and the billing address for your credit card or PayPal account. Click **Continue**. Review your order summary and click **Place Order**.

Possibility 3

You Are Retaking Math 121 and Have Previously Used MyMathLab for Math 121

The Student Access Code that you previously purchased for this course is valid for one year. If more than one year has passed since you took Math 121 previously, you will need to purchase a new access code. If less than one year has passed since you took Math 121 previously, normally you would be able to reuse your access code. Since we switched editions of the textbook this semester, the access code you used for the eighth edition will not work for the ninth edition, however. Go to PM 216 and talk with Mary Sandoval. She will check to make sure that you took Math 121 last year and give you a new access code.

Possibility 4

You Are Switching from Another Section of Math 121 That Is Using MyMathLab

1. Use your internet browser to go to www.mymathlab.com.
2. Click the **Log In** button near the upper right-hand corner of the screen.
3. Enter the **Username** and **Password** that you used previously.
4. Click the **Sign In** button.
5. Click the **Enroll in Another Course** button at the top of the Courses section on the left-hand side of the page.
6. Type the **Course ID** for your new section.
7. Follow the on-screen instructions to complete the enrollment process. You may need some of the information provided in the steps for Possibility 1 on the front side of this handout.
8. When you use MyMathLab in the future, make sure that you click the link for your new course.

If you have already completed some homework assignments in your old section, your scores will not automatically transfer to your new section. The instructor of your new section may want to manually enter your scores for these sections. Follow the steps below to print your scores for these assignments.

1. Click the link for your old section.
2. Click the **Gradebook** button.
3. Print the gradebook page that shows your scores for your completed homework.
4. Give the printout to your new instructor.

Possibility 5

You Can't Purchase an Access Code for MyMathLab Right Now Because You Are Waiting for a Financial Aid Payment

1. At the beginning of the semester, follow the steps for Possibility 1 with the following adjustment.
Change for step 7: Click the button next to **Request temporary access** and then click **Enter Course Now**.
2. **Before your 17-day temporary access runs out**, convert your temporary access to permanent access in one of the following ways.
For all three options, enter the same **Login Name** and **Password** in step 10a that you used for your temporary access.
 - a. Use the link provided in one of the e-mail messages sent from the MyMathLab system and steps 6-12 for Possibility 1.
 - b. Enter an access code from your Student Access Kit using the steps for Possibility 1 with the following adjustments.
 - i. Change for step 4. Click the **Change Access** button.
 - ii. Change for step 5. Type the **Course ID** listed at the top of the first page of this handout and click the **Find Course** button.
 - c. Purchase an access code online using the steps for Possibility 1 with the following adjustments.
 - i. Change for step 4. Click the **Change Access** button.
 - ii. Change for step 5. Type the **Course ID** listed at the top of the first page of this handout and click the **Find Course** button.
 - iii. Change for step 7. Click the button next to **Pay with a credit card or PayPal** and then click the **Buy** button.
 - iv. Between steps 10 and 11, enter your payment information and the billing address for your credit card or PayPal account. Click **Continue**. Review your order summary and click **Place Order**.