

## How students enroll

To enroll in a typical single-semester course, a student needs to have:

\*Student access code – Students either get a code in the Student Access Kit bundled with their textbook or they can purchase access to a course online while they are enrolling in it by using a credit card.

Important: Each student access code is nontransferable and can be used by only one student.

\*Course ID – This number, which identifies your particular course, consists of your last name followed by five digits, such as Wong63229. You must give your students the course ID before they can enroll.

A student performs the following steps to enroll in a single-semester course. If a student needs assistance, copy these instructions to a document or e-mail message to the student.

Notes: Students enrolling in a follow-on course of a multise­mester series, a course they need to retake, or a different section of a course they are already taking should follow steps 1–3, click Next again, then click Enter Course Now.

1. Log in to CourseCompass.
2. On the My CourseCompass page, do one of the following:
  - \* Click Enroll in Another Course in the Courses area.
  - \* Click Details next to any course in the Courses area, then click Enroll in Another Course.
  - \* Click Account Summary in the top-right corner, then click Enroll in Another Course.
3. Enter the course ID for your new course, and click Next.
4. Do one of the following:
  - \* To use a student access code that was bundled with your new textbook:
    1. Click Register with a Student Access Code.
    2. Enter your password.
    3. Enter your student access code, one word in each box.
    4. Enter your school's ZIP code and select your country.
    5. Click Next and review the information on the Account Information page.
    6. Under Login Name and Password, re-enter your password.
    7. Click Next.
    8. Click Log In Now.
  - \* To purchase access online:
    1. Click Buy Course Access Online.
    2. Click Purchase next to the course materials you want to buy.
    3. Enter your password.
    4. Enter your student access code, one word in each box.
    5. Enter your school's ZIP code and select your country.
    6. Under School Information, select your school's name from the dropdown list.

If your school does not appear in the list, select Other at the bottom of the list, enter your school's name and city, then select the state.

7. Under Login Name and Password, re-enter your password.

8. Click Next.

9. Select your credit card type.

10. Enter the credit card number, the expiration date, your billing information, click Next.

5. (Optional) Print the confirmation screen to retain a record of your login name and password.