Microsoft Office 2013 Teacher’s Guide

To begin, please visit: www.pearsoncustom.com/us/MSOffice2013

Steps to register:

**Step 1**
Click register to begin the process of setting up your course.

**Step 2**
Click “I Accept.”
Step 3
If you have a Pearson account, click “Yes” and fill out the appropriate fields to continue.

If you do NOT have a Pearson account, click “No” and fill out the appropriate fields to continue.

Click “Not Sure” if you want to look up your account by email.

Step 4
You will need an Access Code from your Pearson representative to register for your course. Type in the Access Code and click “Next.”

Step 5
Fill out the required information and click “Next.” Depending on which option you selected above, Yes, No, or Not Sure, the fields on your screen may vary slightly.

Step 6
You will receive a confirmation summary. Click “Print this Page” for your records, and click on “Log in Now” to access this course.
Step 7
To create your course section so that students may enroll, go back to the homepage of your ecourse: www.pearsoncustom.com/us/MSOffice2013 and click “Login.”

Step 8
A new window will open, and you may enter the Pearson username and password you created. Click “Sign In.”

Step 9
Click “Search Catalog” and enter “Learning Microsoft Office 2013 Deluxe Edition” in the field provided. Click “Next.” Click on “Select Program.”

Step 10
When your course is displayed, choose “Select Program.” Provide a name for your course and click “Finish.” You will see your course listed under “My Courses and Testbanks.”
Step 11
You will also need to create a section or sections so that you will receive a Course Id number to provide your students. The course id number will allow your students to enroll in your separate course sections. To create a section, click on the “Sections” tab followed by the + button to add sections.

Step 12
A new window will open. Name your course, select the template from the drop down menu, and identify how many sections you would like to create as well as the start and end dates of your course. Click “Add and Close.”

Step 13
Once you have added your section you can provide the “Course ID” to your students. They will need this “Course ID” to enroll in your course. Creating your individual course sections will take up to an hour to process.

Note: If Pearson provided the batch enrollment service for your school, then your students do NOT have to register. Any students that enroll into your course after the batch enrollment will have to register using the “Course ID.”

The “Course ID” number you need to provide your students will be displayed under the “Course ID” column on the “Sections” tab. Provide this id number to your students so that they may enroll in your section and populate your gradebook.

Step 14
Once you have successfully registered, you can access your course by going to the “Learning Microsoft Office 2013” home page at www.pearsoncustom.com/us/MSOffice2013 and selecting “Login.”