Student User Guide
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Get started

Welcome to your MyLab course. You can use this online course to do your homework and tests online, and you can take advantage of tutorial learning aids (such as step-by-step examples, animations, and videos) when you practice. MyLab is designed to help you succeed in your course. This brief guide will help you register, sign in, and navigate your online course.

**IMPORTANT:** If you are accessing MyLab through your school’s Learning Management System (i.e. Blackboard, Canvas, Brightspace by D2L, or Moodle), **you will not need a course ID** from your instructor to register. You will access Pearson MyLab and Mastering through your LMS and register for the course from there.

**Before you begin**

Before you register for your course, be sure you have:

- A valid e-mail address
- The course ID from your instructor. The course ID includes your instructor’s last name and some numbers. For example: instructor04298
- A student access code, which should have come packaged with your textbook. For example: MMLST-TAROK-THOLE-PICON-SHRIK-PIRAWN
- Administrator rights to your computer if you are not using a computer on campus. Administrator rights allow you to install software.
- An internet connection if you are using your own computer.

If you are using your own computer, you can use the latest version of the most common browsers:

- On a Mac: Safari, Firefox, or Chrome.
- On a PC: Internet Explorer, Firefox, or Chrome.
- On Ubuntu or Fedora Linux: Firefox or Chrome

If you normally use AOL to connect to the Internet, you need to minimize the AOL browser, then open one of the supported browsers.
Register as a student
When you register, you enroll in your course and create an account, if you don't already have one.

To register as a student:
1. Go to:
   pearsonmylabandmastering.com
2. On the right, under Register, click Student.
3. On the first Register page, enter the course ID that you got from your instructor and then click Continue.
   The course ID includes your instructor’s last name and some numbers. For example: instructor04298.
4. On the second Register page, check the course and instructor name in the box on the right to make sure you're enrolling in the correct course.
5. If so, you can either:
   - Enter your username and password and click Sign In. Do this if you have previously taken a Pearson course, because you already created a Pearson account.
     If you can't remember your username or password, click Forgot your username or password? to have your account information emailed to you.
   - Click Create to get a new Pearson account. Do this if you have never taken a Pearson online course.
     If you're not sure, click Not sure if you have an account? to see a list of Pearson courses that you might have taken.
     On the Create an Account page, you enter your account information and choose a username and password in the boxes. Look for tips on the left that help you answer. Then click Create Account.

Get access to your course
After you register, you get access to your course by either paying online or supplying the access code that was included with your textbook. If you're waiting for financial aid, you can get temporary access. When you finish, see a confirmation page with your account and course information and you can start working in your online course.

Last Updated 3/10/2016
**Use an access code**

Click **Access Code** if you have an access code, either bundled with your textbook or as an access code kit sold individually. You can:

- Enter your access code, one word in each box
- Copy your access code and paste it into the first box.

Then click **Finish**.

**Use a credit card or PayPal**

To use a credit card or PayPal, instead of an access code, click the button for the access you want. On the Payment page, choose either **Credit Card** or **PayPal** and enter your payment information.

If you are using a parent’s credit card:

- For the billing address, use the address where your parent receives credit card bills.
- Put your name in the **Your Name** field, not your parent's name, and enter your own email address.

Click **Review** to check your payment information and then submit your order.
Get temporary access
If you’re waiting for financial aid, click **Get temporary access without payment for 14 days**, at the bottom of the payment options page.

Click **Yes** when asked whether you are sure you want temporary access. You will receive an email with payment instructions.

If you don’t use an access code, credit card, or PayPal within the 14 days, you will lose access to your online course until you pay.

Convert temporary access to full access
If you chose to get temporary access to your course while waiting for financial aid, you have 14 days to provide payment.

To pay for full course access:

1. On the [pearsonmylabandmastering.com](http://pearsonmylabandmastering.com) page, click **Sign in**.
   
   You see a notice telling you how many days of temporary access you have left.

2. Click the **Pay or use an access code now** link under the course that you want to pay for. If your temporary access has already expired, click **Pay or use an access code now** in the expired subscription window. You will need to enter your course ID to regain access to your course.

3. Choose your payment method:
   
   • If you purchased an access code, click **Access Code**, enter the access code in the boxes, and click **Finish**.

   • To pay online, select **Credit Card** or **PayPal**, enter your billing and payment information, then review and submit your order.

Enter your course
Once you have registered for your online course, you can sign in any time.

**To enter your course:**

1. Go to:
2. Click **Sign in**.

3. On the Sign In page, enter your Pearson account username and password and click **Sign in**. Your Courses page appears and your course is listed in the MyLab / Mastering section.

4. Click the course title to enter your course and start working.

**Navigate in your course**

When you are working in your course, you can access all the course content using the menu on the left side of the page. The choices on the menu depend on your course and on how your instructor has set up the course. Your course menu will look something like this:
Use your course home page

When you first enter your course, you see the course home page. The course home page shows your instructor’s announcements and other information about your progress in your online course. You can access the course home page at any time by clicking Course Home in the left menu. Depending on how your instructor has set up your course, you may also see an interactive calendar, your learning path, and progress graphs.

![Course Home](image)

See the student online help for complete information on using the course home page. The following information will help you get started.

**Announcements**

If your course has an Announcements section, it shows announcements from the publisher (if you instructor allows it) and any announcements posted by you instructor. Under your instructor's announcements, click more to read the complete announcement.

**Click in your learning path and do assignments online**

You do your online assignments in a special window called the player. The player checks your answers to questions and reports the results to you and to your instructor.

Before you access the player the first time, run the Browser Check to make sure that your computer has the correct version of the Flash player and any other plugins you need to work in your course. If you need any of these browser components, you are prompted to install
them before you continue to the player.

Welcome to MyWritingLab!

To get started, Take a Tour. Then, run the Browser Check to make sure you can view course materials.

The player works slightly differently depending on whether you are practicing--for example, doing homework--or taking a quiz or test. Your instructor can customize the player, but usually the player has three modes:

- **Practice mode** - When you are using the player in practice mode, you can check whether you answered the question correctly. You get the player in this mode when you are doing homework. If your instructor allows it, you can use learning aids, such as videos and animations to help you answer the questions. **Question Help** is where your learning aids are located.

See the **student online help** for complete information on using your course player.

You also can view a **tour on how to enter answers**.
You have earned 0 of 147 mastery points (MP).
Practice these objectives and then take a Quiz Me to prove mastery and earn more points.

See the student online help for complete information on using your Study Plan.

View your completed Work

The My Progress page shows your scores on the homework, tests, quizzes, and sample tests. Your overall score in the course so far is displayed as a percentage at the top of the page.

To access your Results page, select Completed Work in the left menu.

On the Results page, you can:

- Click Show Overall Score to see your score so far in the course.
- Click Review to compare your answers on an assignment to the correct answers and practice similar questions.

See the student online help for complete information on using your results page.
Change your enrollment

You can change to a different section of the same course or change the personal information that you entered when you registered. These procedures are discussed in the following sections.

**Edit personal information**

To edit your personal information:

1. Click **Account** in the top-right corner of the MyLab / Mastering courses page.
2. Enter your user name and password.
3. Click **Sign In** to open the Pearson Account Profile page.
4. This page displays all the Pearson Education online products to which you have access, including all the courses you are taking.
   
   Any grayed-out courses are not available. For example, if you are inactive in the course or the course has expired, you cannot access the course materials.
5. Click **Edit Account Information**.
6. (Optional) Edit your contact, academic institution, or sign-in information.
7. Click **Save**.
8. (Optional) E-mail your account information to yourself by clicking **E-mail Account Profile** in the top-right corner of the Pearson Account Profile page.
9. Click **Sign out** in the top-right corner.

**Change to a different section**

You can switch to a different section of your course if you need to change your schedule, are retaking a course, or are using the same textbook for a course delivered over more than one semester.

To change to different section:

1. Go to pearsonmylabandmastering.com and **sign in**.
2. On your Courses page, select Enroll in Another Course above your course listings.
3. Enter the Course ID for the section you want and select **Continue**.

**Get more help**

If you need help using MyLab, you have many options:

- To get help on a page you are using, click the help icon (❓) at the top right of the page.
- To get general help on MyLab, go to your product’s website, such as [www.mywritinglab.com](http://www.mywritinglab.com). This website has many useful pages where you can watch tours to learn more about using MyLab.
- To get support, go to the Support page on [MyLab.com](http://www.MyLab.com). You can search the 24/7 Customer Technical Support database, chat live to Customer Technical Support agents, or call for help.