CIS 99

How to Purchase, Register and Navigate Myitlab

- Purchase Myitlab at the bookstore -
(Option 1)

Purchase these materials at the bookstore:

Go to the bookstore and purchase the following textbook/registration-code: "Go with MS Office 2010 Volume 1" 2nd ed. ISBN# 1323053174. (Don't purchase online or used).

Steps to SetUp Your Computer for MyItlab.

Setting up your computer to run MyITLab can be confusing. I recommend you call MyitLab Technical Support at 1-800-677-6337 to get assistance. The CIS department NOR YOUR INSTRUCTOR can answer technical questions for installing Myitlab on your home computer. Ask Myitlab Technical Support to help you do the following:
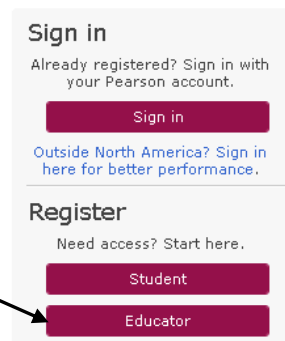
1. Run the Home Computer Setup Wizard which can be found at www.myitlab.com

2. Set up whatever browser you will be using (tell them which one you are using) to Turn Off Block Pop Up Windows.

Steps to Register in Myitlab

IMPORTANT: You need only register in Myitlab once.

Step 1: Open your *Myitlab* Training and Assessment student **access code** card that you purchased in the bookstore with your textbook.

Step 2: Start your browser and **go to www.Myitlab.com**. Under "Register" as shown at right, click the **Student** button, then read and follow the instructions presented. (picture may look slightly different)

Step 3: The following screen will appear: Once you have the following 3 things, click **OK Register Now. (Note:** Your course ID is: ==CRSKL6V-4025450==**)**

Do you have these 3 things?*

Email	Course ID	Access code or credit card
You'll get some important emails from your instructor at this address.	A Course ID looks something like this: professor12345 or CRSXX11-12345	You can buy an access code packaged with your textbook or as a standalone access code kit. Or you can buy instant access with a credit card or PayPal account.

Step 4: Select **Microsoft Office 2010**

Student Registration

Select the version of Microsoft Office used in your course
Please refer to your course syllabus or course instructions to determine your version.

Microsoft Office 2013 ›
Microsoft Office 2010 ›
Microsoft Office 2007 ›

Step 5: Click **Yes, I have an access code (you purchased this at the bookstore!)**. Then click **Next**.

Register for MyITLab for Office 2010

Do you have an access code?

An access code may have been included with your textbook or in a Student Access Card/Kit available from your campus bookstore.

Your access code may look like this:
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

If you do not have an access code, you can buy access with a credit card or PayPal account.

○ Yes, I have an access code
○ No, I need to buy access

Step 6: Click **I Accept** under the license Agreement then you will be asked if you have a Pearson Education account. Click the "**No**" option, and enter your **desired login name** and **password**. Re-type your password. Be sure to write down you login name and password. **Next, enter your Access Code which is beneath the Pull tab in your student access code card that you purchased in the bookstore**. Then click the "**Next**" button as shown below.

Step 7: **On the Account Information page**, enter your **first** and **last name** and **email**. You must have a **valid** email address. In the School Location section, select your country (Click "United States" which is located at the top of the pop up list) and enter your school's **ZIP code** which is **95014**. Next, select **De Anza College**. Select a **Security Question** and enter **Your answer**. Click **Next**.

Step 8: A **Confirmation and Summary** page displays (similar to what is shown below) indicating your registration is successful! This information will also be emailed to you. Click on the "Print This Page" button which shows your one-year expiration date for this product.
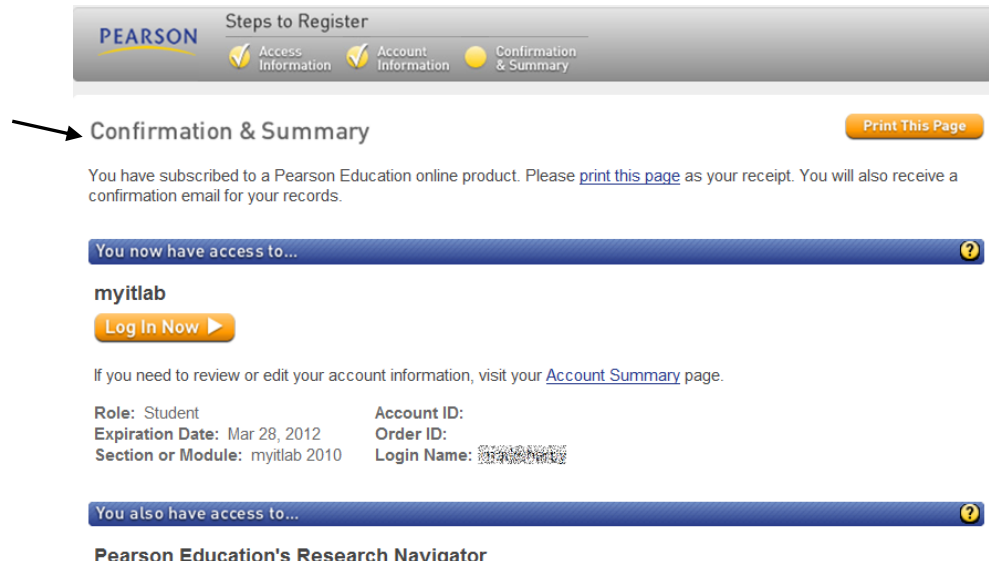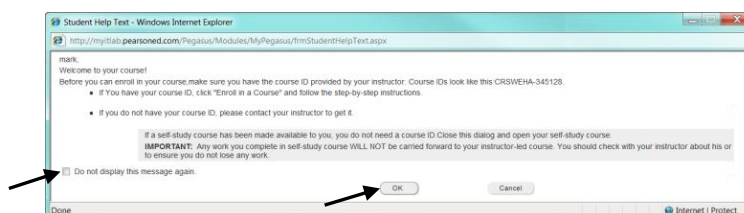

Login & Enroll in Your Myitlab Course

Now that you have successfully registered for Myitlab, you must now **login** and **enroll** in Myitlab for your course by completing the following steps.
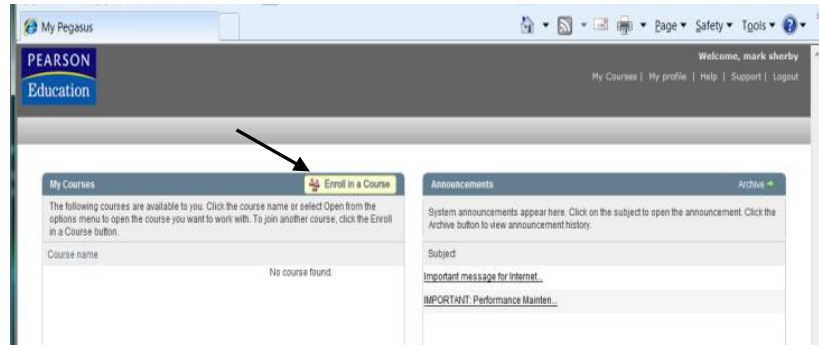
Step 1: Click **Log in Now** to log into Myitlab as shown below.
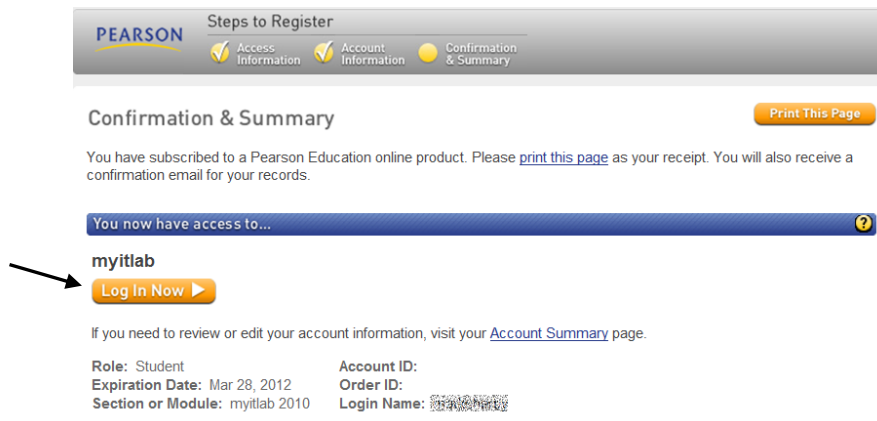
Step 2: If presented with the dialog box similar to below, click the "**Do not display this message again**" check box, then click **OK**.
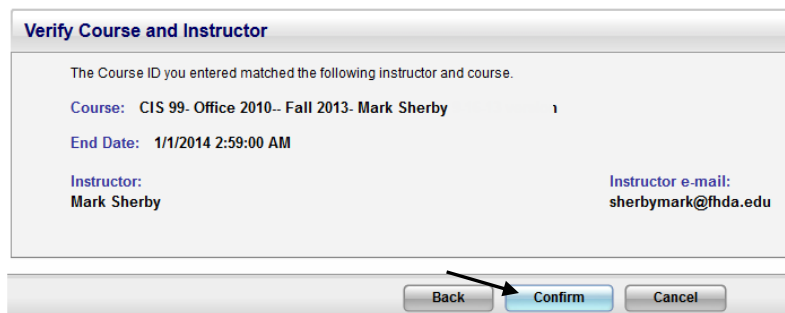
Step 3: On the **My Courses** page (similar to what is shown below), click **Enroll in a Course.**

Step 4: Enter this Course ID exactly as shown: **CRSKL6V-4025450**   Then click **Submit**.

Step 5: Click **Confirm**, and then click **Enter Course Now**.   **IMPORTANT**:   Your instructor name will show **Linda West** –not Mark Sherby-and the **Quarter in which you are enrolled**.)

Step 6: You have now logged in and you will be presented with **My Courses** page. **Click on the course** you have enrolled similar to what is shown below: **(Instructor will be Linda West)**

Step 7: The **Course Content** page should appear similar to what is shown below. (Note: dates may not appear)

> **Skip this if you have already Run the Set up Wizard to run MyItLab:** If you are using Myitlab on your home computer, AND HAVE **NOT** ALREADY RUN THE SET UP WIZARD, you will need to click on the "First Time Users" folder shown below to use the setup wizard to install the software to run Myitlab. If you need **technical help** with this step, Myitlab technical support is available at 247pearsoned.custhelp.com or you can call 1-800-677-6337 for technical assistance. The CIS department NOR YOUR INSTRUCTOR can answer technical questions for installing Myitlab on your home computer. (Since the CIS computers already have the Myitlab software installed, you will not use the Setup Wizard on those computers.)

Complete Your First Assignment (Navigate through your course)

Step 1: Please note that you will be presented with a number of folders which contain the assignments that you will complete in this course as shown below. **If you don't see all the assignment folders, use the scroll bar as shown below-to view the remaining assignment folders**. Notice that you will complete 12 WEEKLY ASSIGNMENTS in this course.

Step 2: Click on the Week 1 folder to begin your first assignment as shown below.
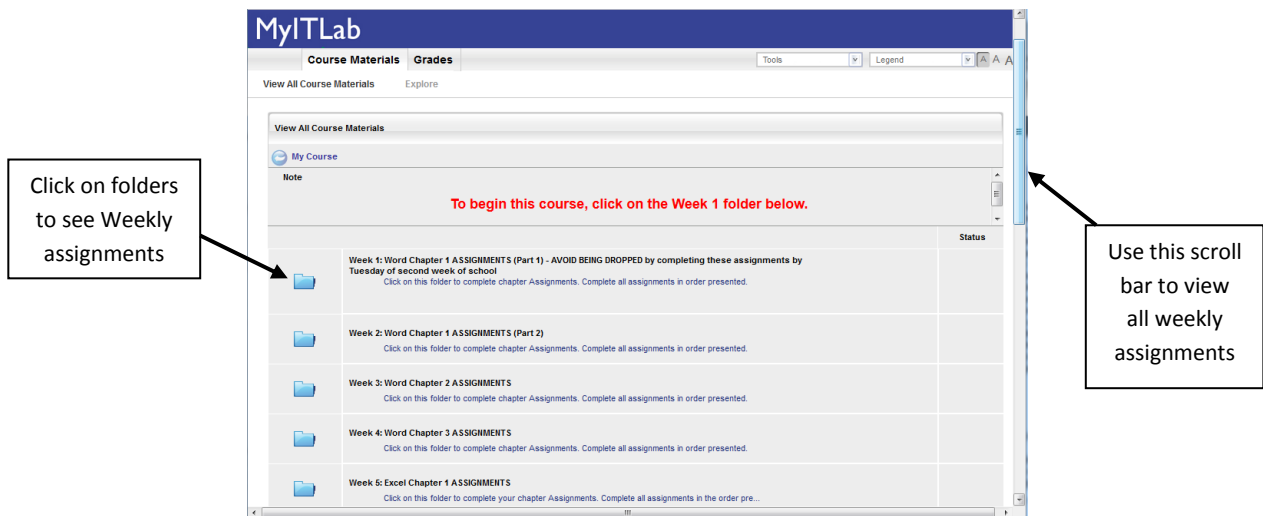
Step 3: After clicking one of the folders above, you will be presented with all assignments that are due in a particular week. Week 1 assignments should be similar to what is shown below. The instructions under each assignment will explain what you need to do.

Please note: You won't need to print your assignments after you have completed them. I can see your assignment results in my Gradebook.

Shows the folder that you are currently working

Read the instructions then click on your assignment icon to begin

Use this scroll bar to view all weekly assignments

Step 4: **Read the text box** on your screen similar to what is shown below and then click on the **Start** button (as shown below) which will open a simulation of your software program. The simulation can take a **few minutes** to open depending on your computer's speed. **Please be patient.** You will need to plug in your headset now to hear voice prompts if you are working in the CIS LAB/CLASSROOM.

Technical Problems: If the assignment doesn't open, you may have forgotten to do the Home Computer Setup or you might need to Allow Pop Ups on your computer (might be a message at top of your screen about Pop Ups). Remember, if you have technical problems running the simulation at home, you can obtain Myitlab technical support by clicking on this link 247pearsoned.custhelp.com or calling 1-800-677-6337 for technical assistance.

Read Training instructions

Step 5: The simulation program that opens and takes over your entire computer monitor will look similar to what is shown below. Study the graphic below and read the notes carefully to understand how to use this simulation program.

To review a concept, you can jump directly to an activity

Start here: Tells you what **actions you will need to perform.**

Use this Activity Number to find the corresponding steps in your textbook.

If you need help, click **Hint** for each individual step required to complete the task. Click **Show me** to see all the steps required to complete the task.

Click **Save for later** to stop the simulation and **continue later**. Click **Submit** when you are **completely finished** with the assignment.

Important Notes:

_____ To begin Myitlab Training assignments, you will read and perform the instructions at the bottom left of each screen simulation page that is presented. If you are not sure what to do, click the **Hint button** as described above. You will be guided with a red box and instructions explaining what to do next (as described in the text boxes above).

_____ Once you have completed Assignment 1: Ch 1 – OFFICE Common Features go on to the next assignment. (Note: You may need to complete the "first time users" steps shown below if you are working off-campus)

_____ For each Weekly Assignment Folder in your course, you will follow the same pattern of instructions presented in these getting started instructions.