# **FOR STUDENTS**







Getting Started with MyMathLab & CourseCompass

Go online to register and log in at:



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## Welcome to MyMathLab and CourseCompass!

Your instructor has chosen to use MyMathLab in addition to the Addison-Wesley or prentice Hall textbook for your mathematics or statistics course. Designed to help you succeed in your course, MyMathLab provides multimedia instruction, unlimited practice exercises, online homework and testing, and an individualized study plan—all correlated to the examples and exercises in your textbook.

Your MyMathLab course is delivered inside a web-based course delivery system called **CourseCompass**. Before accessing your MyMathLab course, you need to register in CourseCompass using a student access code and the MyMathLab Course ID provided by your instructor. This booklet walks you through the registration process step by step.

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## 1. System Requirements

Before using MyMathLab on a personal computer, check to make sure you have the required system configuration. If you are using a lab computer at your school, in most cases the system will have been set up already.

Specific system requirements may vary depending on your course. Most MyMathLab courses require a Windows® operating system and a supported version of Microsoft® Internet Explorer.

To find the detailed system requirements for your course, go to <a href="https://www.mymathlab.com/system.html">www.mymathlab.com/system.html</a>, or visit the **MyMathLab**<a href="https://www.mymathlab.com/system.html">Installation Wizard</a> inside your course (see page 9 of this booklet for more information).

All MyMathLab courses require the following:

**Internet connection:** Cable/DSL, T1, or other high-speed for multimedia content; 56K modem (minimum) for testing



**AOL Users** cannot access MyMathLab using the America Online<sup>®</sup> browser. However, you can log in to AOL<sup>®</sup>, minimize the AOL browser, and then launch Internet Explorer separately to access MyMathLab.

Memory: 64 MB RAM

Monitor resolution: 1024 x 768 or higher

**Plug-ins:** You need certain plug-ins and players, such as the MathXL Player, to view and interact with the content in your course. MyMathLab provides an installation wizard for all plug-ins and players.

(See page 9 of this booklet for more information.)

## 2. Before You Register

Before you go online to register for MyMathLab in CourseCompass, take a minute to be sure you have the following items:

Valid email address

You must have an email address to register in CourseCompass.

After you register, you will receive an email at the address you provide confirming your personal login name and password. If you do not have an email address, contact your school's technology center or set up a free account through a website that offers this service.

Course ID

Contact your instructor to get the CourseCompass Course ID that is unique to your MyMathLab course.

Write the Course ID here:

A Course ID looks like this: Lee54637

### Student Access Code

Your student access code is supplied beneath a pull-tab, located inside your MyMathLab Student Access Kit. A student access code looks like this:

NANTW-FORRM-PAPER-BLASE-PENCH-WARMD



**Tp** If you do not have a Student Access Kit, you can purchase access to MyMathLab online using a credit card. Go to <a href="www.coursecompass.com">www.coursecompass.com</a>, click the **Register** button for students, and follow the link for purchasing online access.



## 3. Registering for MyMathLab in CourseCompass

### About registering online

Registering for CourseCompass and enrolling in your MyMathLab course takes only a few minutes. It's easy to register and enroll by following the online instructions, but if you prefer printed instructions, you can use this booklet as your guide.

If your online registration session is interrupted for any reason	You can always go back and restart.  • Your student access code is valid until you complete the process successfully.  • For online purchase, your credit card is not
	charged until you complete registration.
If you need to change any information during registration	Navigate to the desired page and make your edits.  Note To edit account information (such as your email address) after you register, log into CourseCompass and click the Account Summary link along the top of the My CourseCompass page.
When you register, you will	Create a student account (or identify an existing account from a previous registration).     Enroll in a MyMathLab online course in CourseCompass.

### To register



**Note** If you have ever registered and enrolled in a course in CourseCompass before, check the "Enrolling in Another Course" section on page 12 for information that may apply to you.

- Go to <u>www.coursecompass.com</u> and click the **Register** button for students.
- Click Next to register using your student access code OR

**Purchase access online:** If you do not have a student access code, you can use a credit card to register for MyMathLab. Click the link to purchase online access and follow the on-screen instructions. Your registration path will differ from the instructions in this booklet.

### Do you have a Pearson Education account?

- ➢ If so, click Yes, look me up. Type your existing login name (or User ID) and password that you have used for other online course materials or websites that accompanied a textbook published by Addison-Wesley, Allyn & Bacon, Benjamin Cummings, Longman, or Prentice Hall.
- If not, leave **No, I am a new user** selected. You will create a login name and password later in this process.



#### **Access Code**

- Pull back the tab (located on the inside front cover of your MyMathLab Student Access Kit) to reveal your student access code.
- > Type your six "word" student access code, one word in each box. Don't type the dashes.



#### **School Location**

Enter your school's zip or postal code. This helps create a list of schools in your area for you to choose from in a later registration step.

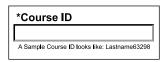


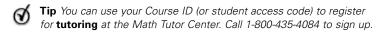
- > Select the country where your school is located.
- Click Next



#### Course ID

Type your instructor's CourseCompass Course ID in the Course ID box. If you haven't received the Course ID yet, contact your instructor to get it.

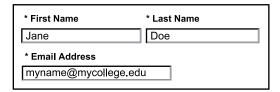






#### **Personal Information**

- Enter your personal information (if the boxes are prefilled, check that the information is current):
  - Your first and last name
  - A valid email address that you check on a regular basis





**Note** Your registration confirmation and other important information will be sent to the email address you provide.

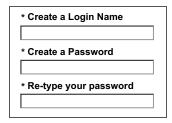
#### **School Information**

Select your school name from the drop-down list. If your school is not listed, scroll to the bottom of the list and select *Other*. Then enter your school's name, city, and state.

### **Login Name and Password**

Enter your desired login name and password. Choose something you can remember but you don't think anyone else would request. You may want to use your email address as your login name. Your login name and password must each be at least four characters. Do not use blank spaces.

## Getting Started with MyMathLab & CourseCompass





**Note** Once you are registered, you will receive an email confirming your login name and password. You will need your login name and password every time you access MyMathLab.

### **Security Question**

Select a question and enter the answer to help Product Support verify your identity in case you ever forget your login name or password.

### **License Agreement and Privacy Policy**

- Click the <u>license agreement</u> and <u>privacy policy</u> links to review this information.
- Click Next (only once!) to submit your registration for processing, which will take just a few moments.



**Note** If the login name or password you specified is already in use, you will be asked to enter another one. Login name/password combinations must be unique.

### **Confirmation & Summary**

A confirmation page informs you that your student registration and enrollment in your instructor's course is complete, and that you will receive a confirmation email.

(Optional) Print the confirmation page to keep a record of this information.

You can now  $\log$  into CourseCompass to access your MyMathLab course.

- To log in right away, click Log In Now from the Confirmation & Summary page. Then, provide the login name and password from this registration.
- To log in later, see "Logging into MyMathLab" on page 8.

## 4. Logging into MyMathLab

Once you successfully register and enroll in your instructor's MyMathLab course, you can log into CourseCompass to access MyMathLab.

- Instructors set the end date for any online CourseCompass course they are teaching. You can continue to log in to access MyMathLab as long as the course end date has not passed.
- If you are enrolled in at least one ongoing online course, you will still be able to log into CourseCompass.

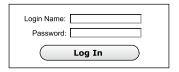
#### To log in:

Go to <u>www.coursecompass.com</u> and click the **Log In** button for students.



**Tip** You can add this location as a favorite or bookmark to your Internet browser, making it easier for you to return to.

On the Log In page that appears, type the login name and password you created during registration and click **Log In**.





**Note** If you ever forget your login name or password, click the <u>Forgot your login name/password?</u> link on the Log In Page.



**Tip** If CourseCompass is ever temporarily unavailable, your instructor may direct you to access the math-specific parts of your course (online homework, tests, practice exercises, and study plan) from an alternate login page. Go to <a href="www.mathxl.com">www.mathxl.com</a>, click the **MyMathLab Log In** link, and enter your CourseCompass login name and password. All work you do from this location will be saved and available when you return to CourseCompass.

### 5. Accessing Your MyMathLab Course

After you log in to CourseCompass, your personalized **My CourseCompass** page appears.

To enter your MyMathLab course:

Click the course name from the **Courses** list on the far left.



If you are enrolled in any additional active online CourseCompass courses, they will all be listed in the Courses list. Click the link for the course you want to enter. (If you are not sure what the title of your course is, ask your instructor.)

## 6. Using the MyMathLab Installation Wizard

The MyMathLab Installation Wizard will detect and install the plug-ins and players you need to view and interact with the rich multimedia content in your online course. To use the Installation Wizard:

- Inside your MyMathLab course, click either the **Announcements** button or the Installation Wizard button from the left side of the page.
- Click the MyMathLab Installation Wizard link and follow the onscreen instructions to detect and install the plug-ins and players for your course. If you are using a dial-up connection, some plug-ins may require several minutes to download.



**Note** The Installation Wizard may be located elsewhere if your instructor has chosen to move it. If you cannot find a link to the Wizard from inside your course, go to <a href="https://www.mymathlab.com/installwiz.htm">www.mymathlab.com/installwiz.htm</a>, use the drop-down menu to choose your textbook, and click Submit. This will open the installation wizard for your course.





Log out of CourseCompass (see page 11), close all open browser windows, and restart your internet browser. When you log back into CourseCompass, the newly installed plug-ins will be activated.

Depending on your course, some or all of the following plug-ins and players may be required:

Plug-in/Player:	Needed for:
MathXL® Player	Math content in certain courses
InterAct® Math Plug-in	Math content in certain courses
TestGen Plug-in	TestGen tests
Adobe® Reader	Online textbook pages
Apple <sup>®</sup> QuickTime <sup>®</sup>	Audio/video content in certain courses
RealPlayer®/RealOne™ Player	Audio/video content in certain courses
Macromedia Flash™ Player	Animations and eBook in certain courses
Java™Virtual Machine	Math content in certain calculus and statistics courses

## 7. Viewing Course Contents

Once you have used the MyMathLab Installation Wizard to install plug-ins and players, you can begin exploring the contents of your course. Content varies from course to course, and your instructor may choose to customize your course, but the resources inside MyMathLab typically include links to online homework and tests, a study plan, your gradebook, a multimedia textbook, and additional learning aids, such as video lectures and practice exercises.

## Getting Started with MyMathLab & CourseCompass

➤ Use the buttons on the far left of the CourseCompass window to navigate to the contents of your course. Most MyMathLab courses contain material organized according to your textbook's table of contents under the **Chapter Contents** or **Course Documents** button. Click a chapter name to access resources specific to that chapter.



**Note** Your instructor may choose to rearrange the contents of your MyMathLab course or change the names of the left-hand navigation buttons. If you are not sure where to find your course materials, ask your instructor.





**Tip** For more information on navigating in CourseCompass, see any of the resources described in **Working in CourseCompass** on page 14 of this booklet.

## 8. Logging Out of CourseCompass

To end your session in CourseCompass:

Click Logout along the top right of the page:





**Note** Avoid simply closing your browser window (especially in a computer lab environment), because this may not end your personal CourseCompass session.

# 9. Enrolling in Another Course

After registering for your first course in CourseCompass, enrolling in another course is faster. By providing your existing login name and password, your student account information will be prefilled and you can skip a few steps.

- Review the following two sections to determine which scenario applies to your next course enrollment.
- Whichever method you choose, you will be asked to provide the Course ID for the new course. Get this from your instructor.

#### Enrolling in a new course

To enroll in a new MyMathLab course based on a *different* textbook than the one used for your previous course:

- Log into CourseCompass using your login name and password. (As long as you are actively enrolled in any CourseCompass course, you can continue to log into CourseCompass.)
  - If you cannot log into CourseCompass because your previous course has ended and you are no longer enrolled in any active course:
  - **a.** Click the link to your account summary from the Log In page. This link appears as part of the text message informing you that you cannot log in because your access has expired.
  - b. Re-enter your login name and password to verify your identity and click Log In.
  - **c.** Follow steps 5 through 8 below.
- Click the Enroll in Another Course button from the My CourseCompass page.
- Click Continue.
- 4. Re-enter your password to verify your identity and click Log In.
- 5. Click the Enroll in Another Course button.
- **6.** Enter the Course ID your instructor provided for the new course and click **Next**

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- 7. You will be asked to either register with an access code or purchase access online. If you did not receive a new student access code with the textbook for your new course, you can select the option to purchase access online with a credit card.
- 8. Complete the enrollment process by following the on-screen instructions.

#### Enrolling in another course based on the same textbook

You do not need to use a new student access code (or purchase access online) if you are enrolling in another course based on the same edition of the same textbook. In any of the following situations, all you need is a new Course ID from your instructor:

- You are switching to a different section of the same course.
- You are retaking a course you did not successfully complete.
- You are enrolling in the next semester of a course that is taught over multiple semesters.
- In any of the situations above, log into CourseCompass, click the Enroll in Another Course button, and follow the on-screen instructions to enroll in your new course.



Tip If you cannot log into CourseCompass because your previous course has ended, you can still enroll in the new course. See steps 1a and 1b on the previous page.

### 10. Getting More Information

### MyMathLab Student Help

Many MyMathLab courses include a link to an online help system designed specifically for MyMathLab students, typically found under the **Chapter Contents** button. Fully indexed and searchable, MyMathLab Student help provides guidance for completing online homework and tests, doing practice work, using the study plan, and checking your grades.



Tip If your course does not include a link to MyMathLab Student Help, ask your instructor to open MyMathLab Instructor Help (located in the MyMathLab area of the instructor Control Panel) and search on "Student Help" in the index. Instructions are provided for adding a link to Student Help inside your course.



#### Visit the MyMathLab Website

For more information about MyMathLab, including product tours and feature updates, visit our website at **www.mymathlab.com**.

#### Working in CourseCompass

CourseCompass Student Help

If you are ever unsure how to do something in CourseCompass, click **Help** at the top of any page.



#### CourseCompass Student Quick Start Guide

Using Adobe® Reader,® you can always view, download, or print this guide by going to **www.coursecompass.com**, clicking the Support button, and clicking the link for Quick Start Guides.

### **Contacting Product Support**

If you need technical assistance, or if you would like to ask a question or submit feedback about MyMathLab, contact our Product Support team:

Go to <a href="www.mymathlab.com/contactus\_stu.html">www.mymathlab.com/contactus\_stu.html</a> and click the <a href="mailto:MyMathLab Product Support Form">MyMathLab Product Support Form</a> to submit an online help request. You can also use our live chat feature to talk with a member of the support team.

