

Getting Started with



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Getting Started with myitlab!

Your instructor has chosen to use myitlab as a component of your course. Designed to help you succeed in your course, myitlab provides you with a training and testing environment for Microsoft Office 2007, computer skills, and computer concepts. In myitlab, you'll find:

- a realistic, open simulation of Microsoft Office 2007 that allows you to explore the Office applications without being penalized;
- exam and training questions that match your textbook, so you can review the skills learned in class online, on your own time;
- training that adapts to your skill level so you won't waste time re-learning skills you already know; and
- a gradebook that allows you to view your grades and view reports showing your progress.

Before accessing your course content in myitlab, you will need to register using:

1. a **student access code**, which is included in this package
2. your **email address**
3. and the myitlab **Course ID** provided by your instructor.

This booklet walks you through the registration process, step by step.

1 System Requirements

Before using myitlab on a personal computer, check to make sure your computer meets the system requirements listed below. If you are using a lab computer at your school, in most cases the system will have been set up already.

Operating System	Microsoft Windows® 2000 SP4, Microsoft Windows XP SP2, Microsoft Windows Vista™
Browsers	Internet Explorer 6.0 and 7.0
Internet connection	Broadband connection (cable or DSL) or higher recommended. Dial-up/56K modem minimum requirement
Screen resolution	Optimized for use at 1024x768 pixels or higher, will scale to fit 800x600
Plug-ins and Players	ActiveX control Adobe Flash Player 7 or higher Adobe Reader <i>Note:</i> you may need additional plug-ins and players to view and interact with the content assigned by your instructor within myitlab.

NOTE: AOL Users cannot access myitlab using the America Online® browser. However, you can log in to AOL®, minimize the AOL browser, and then launch Internet Explorer separately to access myitlab.

2 Before You Register

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

1. **Valid email address.** You must have an email address to register for myitlab. After you register, you will receive an email message 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.
2. **Course ID.** Contact your instructor to get the Course ID that is unique to your myitlab course. A Course ID looks similar to this:
CRSWE5J-8291
3. **Student Access Code.** Your student access code is supplied beneath a pull-tab, located inside your myitlab Student Access Kit. A student access code looks similar to this:

PSPMIL-CHILI-KENJI-EDDIE-AKIRA-WAHOO

NOTE: If you do not have a Student Access Kit or a valid student access code, you can purchase access to myitlab online using a credit card. Go to www.prenhall.com/myitlab and click the Purchase Access link to purchase online access. Follow the on-screen instructions to complete the purchase. You will need a valid credit card to continue.

3 Registering for myitlab

Registering for and enrolling in your myitlab 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 successfully complete the registration process. For online purchase, your credit card is not charged until you complete registration.

To register:

NOTE: If you previously have registered and enrolled in a myitlab course, check the "Enrolling in Another Course" section on page 9 for information that may apply to you.

1. Start your browser and go to www.prenhall.com/myitlab.
2. Click the **Students** button in the First-Time User registration area.

- On the **Access Information** page, you will be asked if you have a Pearson Education account.
 - If so, click the **Yes, Look Me Up** option. Enter the existing login name and password that you have used for other online course materials or Web sites that accompanied a textbook published by Prentice Hall, Addison-Wesley, Allyn & Bacon, Benjamin Cummings, or Longman.
 - If not, leave **No, I Am a New User** selected. You will create a login name and password later in this process.

TIP: If you previously registered for a Pearson Education online product but have forgotten your login name or password, click the [Forgot your Login Name/Password?](#) link to retrieve it.

- Next, enter your **Access Code**.
 - Pull back the tab on the inside front cover of your myITlab 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.

- Enter your school’s zip or postal code. This helps create a list of schools in your area, from which you will choose in a later step. Then, select the country where your school is located.

- Click the **Next** button.
- On the **Account Information** page, enter your first and last name and a valid email address that you check on a regular basis. [If the boxes are pre-filled, make sure that the information is current.]

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

8. Enter your **school information** by selecting your school name from the drop-down list. If your school is not listed, scroll to the bottom of the list, select Other, and then enter your school's name, city, and state.

The screenshot shows a form titled "School Information" with a blue header. It contains the following fields: a dropdown menu for "School Name" with the text "Select Your School"; a text input field for "Other School Name"; a text input field for "School City"; and a dropdown menu for "School State" with the text "Select A State".

9. Enter your desired login name and password. Choose something you can remember but you don't think anyone else would request or guess. Follow the on-screen guidance for tips on acceptable login names and passwords. It is recommended that you use your email address as your login name.

The screenshot shows a form titled "Login Name and Password" with a blue header. It contains the following fields: a text input field for "Create a Login Name" with a note below it: "It is recommended that you use your e-mail address. Must be at least four characters. See acceptable characters."; a text input field for "Create a Password" with a note below it: "Must be at least four characters. See acceptable characters."; and a text input field for "Re-type your Password".

After 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 myitlab.

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

The screenshot shows a form titled "Security Question" with a blue header. It contains the following fields: a dropdown menu for "Security Question" with the text "Select the question you want us to ask you"; and a text input field for "Your Answer".

11. Click the **License Agreement** and **Privacy Policy** links to review this information. If you don't want to receive additional information from Pearson, deselect the checkbox.

The screenshot shows a form titled "License Agreement and Privacy Policy" with a blue header. It contains the following text: "By submitting your registration information, you indicate that you have read, understood, and agree to our [license agreement](#) and [privacy policy](#)." Below this is a checkbox with the text "Let me know about related Pearson Education products and services to help me succeed as a student". The checkbox is checked.

12. Click the **Next** button (only once!) to submit your registration for processing, which may 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.

- A Confirmation & Summary page informs you that your student registration has been successful and that you now have access to myitlab. If desired, print the confirmation page to keep a record of this information.

2 Confirm Course

Verify Course and Instructor

The Course ID you entered matched the following instructor and course.

Course: CIS 101-01 Introduction to Microsoft Office
End Date: 12/28/2008
Instructor: Kelly Connors
Instructor E-mail: kconnors@mail.edu

Please verify that the course information above is correct. If the course name is incorrect, confirm the Course ID with the instructor. Click the "Back" button to change your Course ID.

License Agreement and Privacy Policy

By submitting this page, you indicate that you have read, understood, and agree to our [license agreement](#) and [privacy policy](#).

Confirm

- Click the **Log In Now** button.

4 Enrolling in a myitlab Course

After you successfully register for myitlab, you can log in to myitlab and enroll in your instructor's course, using the Course ID your instructor provided.

- On the Log In page, type the login name and password you created during registration and then click **Login**.

Login to access your account

User name: g.davidson
Password: [masked]
Login
[Forgot your User name or Password?](#)

NOTE: If you are not on this page, go to www.prenhall.com/myitlab and then click the Log In button for Returning Students.

TIP: You may want to add this location as a favorite or bookmark to your Internet browser, which would make it easier for you to return to it.

- On the My Courses page, click the **Enroll in a Course** button.
- Type your Course ID in the Course ID box and click **Submit**. If you haven't received the Course ID yet, contact your instructor.

PEARSON Education Steps to Register

1 Course ID 2 Confirm Course 3 Confirmation & Summary

1 Course ID

* Course ID
CRSWEBM-22 **Submit**

A Sample Course ID looks like: CRSWE9D-1000000378

- On the **Confirm Course** screen, verify that the Course ID you entered matches your instructor and course. Click the **Confirm** button.

NOTE: If the course name shown on screen is incorrect, confirm the Course ID with the instructor – and then click the Back button to change your Course ID.

2 Confirm Course

Verify Course and Instructor

The Course ID you entered matched the following instructor and course.

Course: CIS 101-01 Introduction to Microsoft Office
End Date: 12/28/2008
Instructor: Kelly Connors
Instructor E-mail: kconnors@mail.edu

Please verify that the course information above is correct. If the course name is incorrect, confirm the Course ID with the instructor. Click the "Back" button to change your Course ID.

License Agreement and Privacy Policy

By submitting this page, you indicate that you have read, understood, and agree to our [license agreement](#) and [privacy policy](#).

Confirm ▶

- On the **Summary** screen, confirm the information is correct and then click the **Enter Course Now** button to enter the new course.

5 Accessing Your myitlab Course

After you log in to myitlab, your personalized **My Courses** page displays. If you are enrolled in any additional courses through another Pearson Education product, those courses also will be listed under My Courses.

To enter your myitlab course, click your myitlab course from the list of course names. (If you are not sure what the title of your course is, ask your instructor.)

6 Getting Started in myitlab

The myitlab Setup Wizard will help you install the plugins and players you need to take exams and trainings in your course.

- Inside your myitlab course, on the **Course Content** tab, click the **Start Here: Getting Started with myitlab** folder.



- Follow the onscreen instructions to check your browser settings and install the myitlab ActiveX control, the Adobe Flash Player, and Adobe Reader. Note that some of these items may require several minutes to download, depending on your connection speed.

NOTE: The Setup Wizard may be located elsewhere if your instructor has chosen to move it. If you cannot find a link to the Setup Wizard from inside your course, point your browser to www.prenhall.com/myitlab/start and follow the on-screen instructions.

3. When the wizard is complete, click the **Back** button to return to your Course Content.

Viewing Course Contents

After you have enrolled in your course and set up your computer with the required plugs-ins and players, you can begin exploring the contents of your course. Content varies from course to course, as your instructor will customize the myitlab course content so that it complements your course at your school.

To navigate through your course, use the buttons in the horizontal toolbar across the top of the course. By default, myitlab has four main tools (or tabs) for students:



1. The **Today's View** tool helps you organize and manage your course information. It contains a Notifications list that helps you to schedule your tasks efficiently. Today's View also displays course announcements, unread email messages, and newly posted grades.
2. The **Course Content** tool allows you to access the content in your course. The Course Content tool is where you will find all of the content assigned to you by your instructor – and is where you will launch exams, training, and other assignments. If you see folders in your Course Content, click each folder to view the contents of that folder.
3. The **Grades** tool allows you to view the grades for the assignments you have submitted. From the Grades tool, you can view your submissions, generate reports, or send a message to your instructor.
4. The **Communicate** tool allows you to send messages to your instructor, view received email, or create and save a draft of a message to be sent at a later time.

NOTE: Your instructor may choose to rearrange the contents of your **myitlab** course or reorder the tools (buttons) in the horizontal toolbar. If you are not sure where to find your course materials, ask your instructor.

Enrolling in Another Course

After you have registered for your first myitlab course, enrolling in another course is quick and easy.

1. On the My Courses page, click the **Enroll in a Course** button.
2. Type your Course ID in the Course ID box and click Next. If you haven't received the Course ID yet, contact your instructor.

The screenshot shows the Pearson Education registration interface. At the top, it says "PEARSON Education" and "Steps to Register". There are three numbered steps: 1. Course ID, 2. Confirm Course, and 3. Confirmation & Summary. The current step is "1 Course ID". Below this, there is a label "*Course ID" and a text input field containing "CRSWEBM-22". To the right of the input field is an orange "Submit" button with a right-pointing arrow. Below the input field, it says "A Sample Course ID looks like: CRSWE9D-1000000378".

3. On the **Confirm Course** screen, verify that the Course ID you entered matches your instructor and course. Click the Next button.

NOTE: If the course name shown on screen is incorrect, confirm the Course ID with the instructor – and then click the Back button to change your Course ID.

The screenshot shows the "2 Confirm Course" screen. At the top, it says "2 Confirm Course". Below this is a blue header bar that says "Verify Course and Instructor". Underneath, it says "The Course ID you entered matched the following instructor and course." followed by the following information:
Course: CIS 101-01 Introduction to Microsoft Office
End Date: 12/28/2008
Instructor: Kelly Connors
Instructor E-mail: kconnors@mail.edu
At the bottom, it says "Please verify that the course information above is correct. If the course name is incorrect, confirm the Course ID with the instructor. Click the 'Back' button to change your Course ID."

4. On the **Summary** screen, confirm the information is correct and then click the **Enter Course Now** button to enter your instructor's course.

Getting More Information

myitlab Student Help

All myitlab courses include links to an online help system designed specifically for myitlab students. From any page in the course, click the **Help** link at the top-right corner of the page to view interactive help, specific to the page you are currently viewing.



myitlab Student Help can be navigated using the index or by searching on key terms. You can access Student Help at any time if you need guidance on completing exams and training, using the study plan, checking your grades, and more.

Student Product Support

If you need technical assistance, or if you would like to ask a question or submit feedback about myitlab, contact our Student Support team at <http://247.prenhall.com>. From there, you can explore our online knowledge base, chat with a representative, and more. Student Support is available 24 hours a day, 7 days a week.

myitlab Web site

For more information on getting started in myitlab, additional help and user guides, and information on feature updates, visit our Web site at www.prenhall.com/myitlab.

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