

Getting Started with



Contents

Getting Started with myitlab!	2
1 System Requirements.....	2
2 Before You Register	3
3 Registering for myitlab.....	3
4 Enrolling in a myitlab Course	6
5 Accessing Your myitlab Course	7
6 Getting Started in myitlab	7
7 Viewing Course Contents.....	8
8 Enrolling in Another Course	9
Getting More Information	10

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. For the most recent version of this booklet, visit www.myitlab.com.

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 XP SP2, Windows Vista™, Windows 7
Browsers	Internet Explorer 7.0 and 8.0
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 9 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.

For the latest information on system requirements, visit www.myitlab.com.

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.myitlab.com and click the **Don't have an access code?** 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 8 for information that may apply to you.

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

3. Click the **License Agreement** and **Privacy Policy** links to review this information. Click the **I Accept** button to continue.

The screenshot shows the Pearson logo at the top left. Below it, the text reads "License Agreement and Privacy Policy" with a "Help ?" link on the right. A paragraph of text states: "By registering to use a Pearson Education online learning system, I certify that I have read and agree to the Pearson License Agreement and the Pearson Privacy Policy."

4. On the **Access Information** page, you will be asked if you have a Pearson Education account.
- If so, click the **Yes** 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 Pearson Education.
 - If this is the first time you have registered for a Pearson online product, click the **No** option.

The screenshot shows the "Steps to Register" progress bar with "Access Information" selected. The "Access Information" section asks "Do you have a Pearson Education account?" with a "Yes" radio button selected. Below are fields for "*Login Name" and "*Password", and a link for "Forgot your Login Name or Password?"

Enter your desired login name and password in the text boxes that appear.

The screenshot shows the "Do you have a Pearson Education account?" page with the "No" radio button selected. It features three sections: "Create a Login Name" with a text box and instructions to use an email address; "Create a Password" with a text box and instructions to use 8 characters; and "Re-type Your Password" with a text box. A note states: "Your password cannot be the same as your login name."

You may want to use your email address as your login name. If you do not use your email address, be prepared with a second login name choice if the one you first selected is already in use.

TIP: If you previously registered for a Pearson Education online product but have forgotten your login name or password, click the Not sure option. Enter your email address and click Search. If you have an account, your login information will be sent to your email address within a few moments. After retrieving your login information, click the Yes option and then enter your login name and password, as prompted on screen.

- 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.

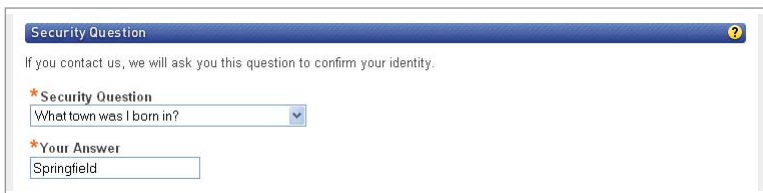
- Click the **Next** button.
- On the **Account Information** page, enter your first and last name and email address. Retype your email address to make sure it is correct.

- In the **School Location** section, select the country in which your school is located from the School Country list

- Enter your school’s **ZIP** or **postal code**.

- Next, select your school from the list. If your school is not listed, scroll to the bottom of the drop-down list and select **Other**. Enter your school name and city and select the state from the list.

11. 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.




12. Click the **Next** button (only once!) to submit your registration for processing, which may take just a few moments.
13. 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.
14. 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.

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




NOTE: If you are not on this page, go to **www.myitlab.com** and then click the Students button in the Login area.

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.

2. On the My Courses page, click the **Enroll in a Course** button.
3. Type your Course ID in the Course ID box and click **Submit**. If you haven't received the Course ID yet, contact your instructor.
4. 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.

5. On the **Summary** screen, confirm the information is correct and then click the  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.

1. Inside your myitlab course, on the **Course Content** tab, click the **Start Here: Getting Started with myitlab** folder.
2. Follow the onscreen instructions to complete the steps in the Installation Wizard, which walks you through checking your browser settings and installing the myitlab ActiveX control, the Adobe Flash Player, Adobe Reader, and the myitlab simulation files. 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.

7 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.

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

The screenshot shows the 'Steps to Register' process with three steps: 1. Course ID, 2. Confirm Course, and 3. Confirmation & Summary. Step 1 is active. Below the step indicator, there is a text input field labeled '*Course ID' containing 'CRSWE9D-1000000378'. A 'Submit' button is to the right of the field. Below the field, a note states: 'A Sample Course ID looks like: CRSWE9D-1000000378'.

The screenshot shows the 'Confirm Course' screen with a blue header 'Verify Course and Instructor'. Below the header, it says 'The Course ID you entered matched the following instructor and course.' The course details are: Course: CIS 101-01 Introduction to Microsoft Office, End Date: 12/28/2008, Instructor: Kelly Connors, and Instructor E-mail: kconnors@mail.edu. At the bottom, a note reads: '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.'

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.

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.pearsoned.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.myitlab.com.

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