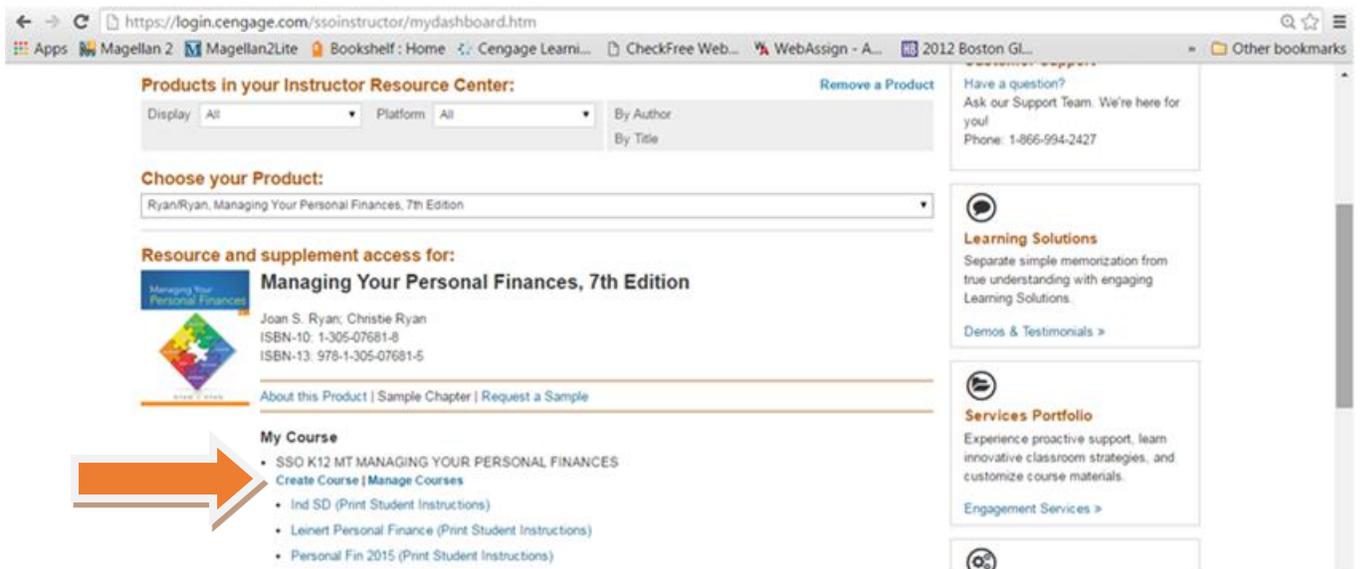


1. Teachers go to [login.cengage.com](https://login.cengage.com)

2. Enter your user name (the email address listed below is your user name) and password. If you can't remember your password, try Cengage1 or Welcome1—this is case sensitive. You may also click on the forgot password link.

3. Once logged into the Cengage Instructor Resource Center you should see a link to your new course listed under my course. Under My Course Click on Manage Course.

See screen shot of example.



4. Once in Manage Courses, locate the newly created course that matches the course key listed next to your name in this email. You will see a student registration URL. The course key is the last 12 characters in the link. Make sure you copy the correct URL with the correct course key. Distribute that URL to students ELECTRONICALLY!!! Do NOT give them the print directions to avoid mistakenly enrolling in the wrong course. See example in the screen shot below.

Course Name	Start Date	End Date	URL	Print	View	Delete	Edit
Ind SD Managing Your Personal Finances	09/28/2015	06/01/2016	<a href="https://login.cengagebrain.com/course/MTPP-6B6P-GQ9C">https://login.cengagebrain.com/course/MTPP-6B6P-GQ9C</a>				
My new Apush American Pageant, AP® Edition	09/22/2015	04/29/2016	<a href="https://login.cengagebrain.com/course/MTPP-VBNP-55CQ">https://login.cengagebrain.com/course/MTPP-VBNP-55CQ</a>				
Leinert Personal Finance Managing Your Personal Finances	09/14/2015	01/01/2016	<a href="https://login.cengagebrain.com/course/MTPN-8WTP-59SN">https://login.cengagebrain.com/course/MTPN-8WTP-59SN</a>				

5. Each student will click on the Student Registration URL. If they have an existing Cengage Brain account (Returning Students) they simply enter their user name and password. If the student doesn't have an existing account, they should follow the New Student prompts to create an account. The student clicks "open" and they are now enrolled in the course. See screen shot below.

The screenshot shows the CengageBrain login page for the course 'LEINERT PERSONAL FINANCE'. The page includes the CengageBrain logo, a 'Technical Support' link, and a course card with the following details:

- School:** CENGAGE SALES - Mason
- Instructor:** Kelly Leinert
- Starts:** 09/14/2015
- Ends:** 01/01/2016

Below the course card, there are two registration options:

- NEW STUDENTS:** Create a CengageBrain account. This section includes an 'Email address' input field and a 'CREATE A NEW ACCOUNT' button.
- RETURNING STUDENTS:** Log in to your CengageBrain account. This section includes a username input field (containing 'leinertk@prodigy.net'), a password input field (containing '\*\*\*\*\*'), a 'Forgot?' link, and a 'LOG IN' button.

6. Once the student logs in they should see the course listed along with any other Cengage courses they are enrolled in. The student clicks “open” and they are now enrolled in the course. **DISREGARD ANY PAY OR ACCESS CODE REFERENCES.** See screen shot below.

The screenshot shows the CengageBrain 'My Home' dashboard. At the top, there is a search bar and navigation links for 'My Home' and 'Log Out'. Below this, the 'My Home' section is divided into several panels. The 'My Courses & Materials' panel lists three items: 'Introductory Chemistry: A Foundation (High School Edition), 8th Edition' with an 'Open' button; 'OWL2 24-Months for Zumdahl/DeCoste's Introductory Chemistry: A Foundation' with an 'Open' button; and 'MindTap Reader for Zumdahl/DeCoste's Introductory Chemistry: A Foundation, 8th' with an 'Open' button. Below these is a 'MindTap K-12 Instant Access' section for 'Managing Your Personal Finances, 7th Edition' by Joan S. Ryan and Christie Ryan, with an 'Open' button. A large orange arrow points to this 'Open' button. To the right, there is a 'Have Another Product to Register?' section with a 'Register' button and a 'LUVU' scholarship program advertisement. At the bottom right, there are links for 'Support: Need help?', 'FAQs', and 'Support'.