# Connect For Education Student Guide for C4ELink

This guide has been tailored to describe the purchasing and registration process for your Connect For Education course, which is hosted on our C4ELink website: https://c4elink.org/. We suggest bookmarking this URL for easy access. Please review the following information carefully for instructions on how to gain access to your course. If you run into any questions, please feel free to reach out to Tech Support at support@connect4education.com, our team would be happy to help!
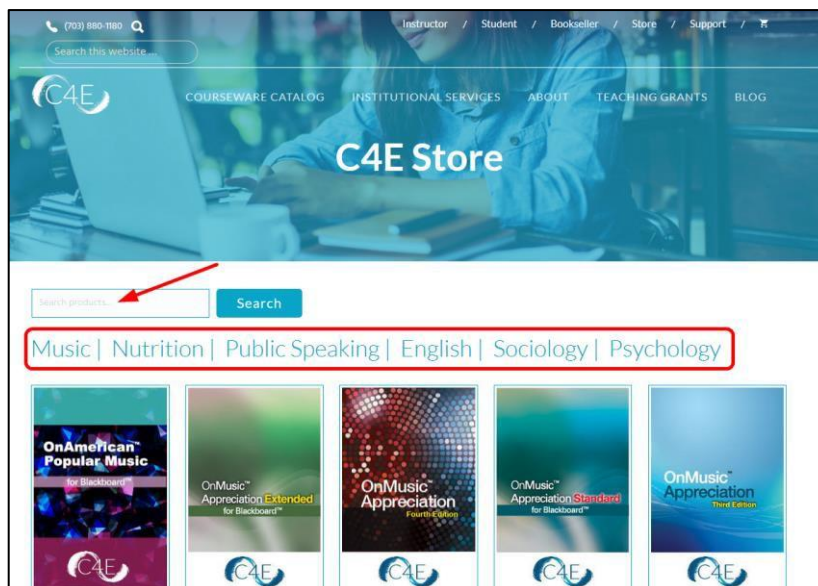
*Please also note: If you are enrolled in your school's inclusive access (or First Day access) program and opt-out of your provided code, you will need to provide C4E with a new access code to reinstate your access. For more information, please visit our helpful FAQ here.*

## Purchasing Your Access Code

To access the course materials, you will first need to purchase an access code. You may purchase your access code from the campus bookstore, or directly from Connect For Education's Online Store (https://store.connect4education.com/). Please note, if you are using financial aid, you will need to purchase your access code from the campus bookstore.

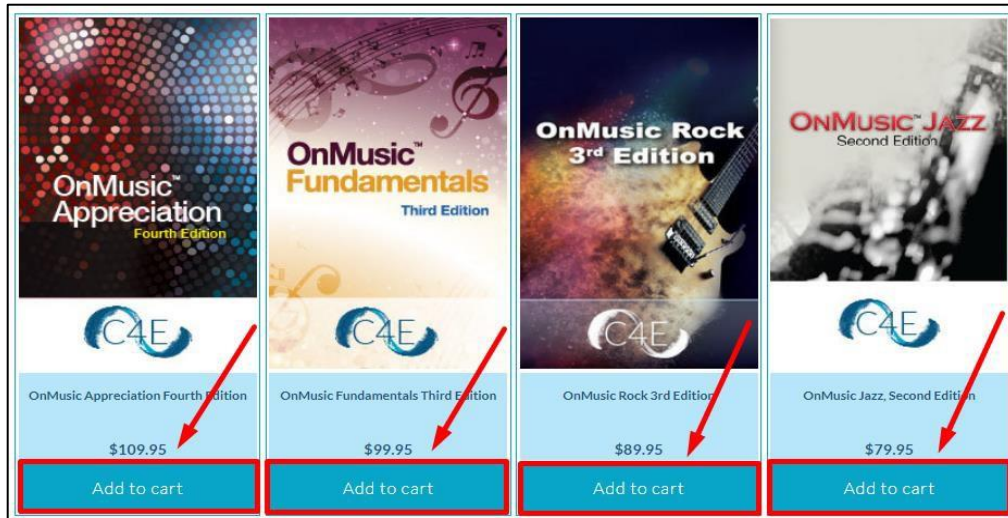To purchase an access code from the C4E Online Store:

1. Visit the C4E Online Store: https://store.connect4education.com/.
2. Locate the course you are taking by using the search field or by selecting one of the product category links:

3. Click the '**Add to Cart**' button to add the desired access code to your cart:



4. Click the '**View Cart**' button to begin the checkout process.

5. The **Return Policy** for your purchase will be displayed. Please be sure to read and understand the **Return Policy** before proceeding with your purchase.



Returns for Online Access Codes

Registered access codes may be returned within 7 days of the registration date as long as no coursework has been completed. Under no circumstance will a refund be issued if any work in the course has been done.

The access code may be returned for a refund within 120 days of purchase if it has not been registered. To request a refund, please forward your order confirmation email to orders@connect4education.com and include a refund request in the message. After we verify the code has not been registered, we will issue a refund and send an email confirmation. Please allow 2-5 business days for the refund to post to your account.

6. Click the '**Checkout**' button to enter your Shipping and Billing Information.



| Product | | Price | Quantity | Total |
|---|---|---|---|---|
| ✕ 🎼 | OnMusic Appreciation Fourth Edition | USD 109.95 | 1 | USD 109.95 |

| Coupon code | **Apply Coupon** | Cart Totals | |
|---|---|---|---|
| | | Subtotal | USD 109.95 |
| | | Total | **USD 109.95** |

Update cart   Continue shopping   Checkout

7. Enter your Billing Information and review the **Store Policy** (link located on the right). After reviewing the policy, be sure to check the box to indicate that you've read and accept the **Store Policy**:

Then, click the **Place order** button to pay securely by credit or debit card through Authorize.net secure servers. Once you are redirected to Authorize.net, you will be prompted to enter your credit or debit card information (Card Number, Expiration Date, and Card Code), edit your billing address/phone if needed, and then click the 'Pay Now' button to complete your purchase.

8. Once you complete the purchase process, your 14-digit access code will appear on the Confirmation screen after your payment has been confirmed. It will also be emailed to the email address provided during the purchase process. If you do not see the email, be sure to check your spam/junk mail folders.

   **Note**: If you are unable to find the access code in your Inbox, please check your email's spam/junk mail folders. You can also request the access code to be re-sent to you by contacting orders@connect4education.com or by calling (703) 880-1180 x111.

# Registering Your Access Code

Once you have purchased your 14-digit access code, you will need to register it on the Connect For Education Student Registration Page (https://register.c4edu.org/).

1. Access the Student Registration Page at https://register.c4edu.org/.
2. Select your **School** first, followed by the **Instructor**, **Semester**, and **Course**. The fields below will auto-populate with the available selections. Please double your selections to ensure you are registered for the correct course.
3. Enter the access code you purchased in the 'Access Code' field.
4. Select a Login Name and Password for your account.
 i. **NOTE:** Login names and passwords are case sensitive.
5. Enter your First Name, Last Name, Email Address, and Phone Number in the respective fields.
6. Once you have read the Terms & Conditions of the Registration, check the box to agree to the terms.
7. Click the 'Submit Registration' button to complete your registration. A confirmation email will be sent to you to confirm your registration.

   Note: All fields on this form are required!

## Accessing Your Course

Once you have successfully registered you access code on the Student Registration page, you can immediately proceed to the C4ELink Course Site (https://c4elink.org) to begin your course work. We suggest bookmarking this URL for easy access. You will log into C4ELink using the Login Name and Password created during the Registration process.

Note: If you are unsure of your password, simply click the 'Don't know your password?' link. An email will be sent to the email associated with your account allowing you to reset your password.

## Technical Issues or Questions

In the event you have any questions or issue(s) related to the course and require additional assistance, please contact Connect For Education Technical Support for assistance:

**Email**: support@connect4education.com
**Phone**: 703-880-1180 x200
**Hours**: Monday - Friday, 9 a.m. ET to 6 p.m. ET