SimNet Online Student Registration Guide

Your SimNet Log In Page

Every school has its own SimNet log in page. The account URL (Web address) always begins with https:// and ends with simNet online.com. Notice that your school name appears in the upper right corner of the SimNet log in page. Before registering your account, be sure to double-check that you are using the correct SimNet page for your school.



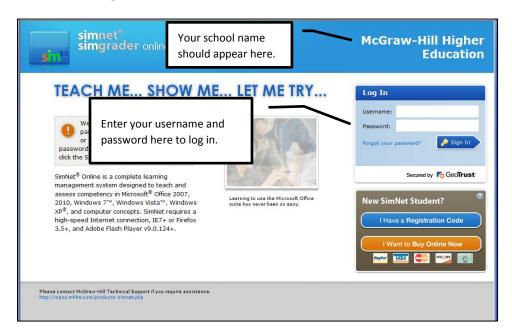
Registering Your SimNet Online Account

In order to use SimNet, you must have a username and password, and you must enter a registration code to activate your account. Go to the section that best describes your situation.

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I do not have a username and password	
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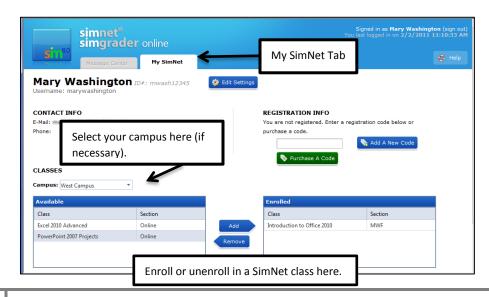
I have a username and password

If your instructor has provided you with a username and password, enter them on the log in page, and then click the **Sign In** button.



If you log in to SimNet, and your account is not yet registered, you will not have access to any of the SimNet materials until you fully register your account – either by entering a registration code or by purchasing access online.

- 1. Go to the **My SimNet** tab.
- 2. Confirm that you are enrolled in the correct SimNet class. If you need to enroll yourself in a different SimNet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the **Add** button. **Note:** Not all schools allow you to change SimNet class enrollment.



I have a registration code

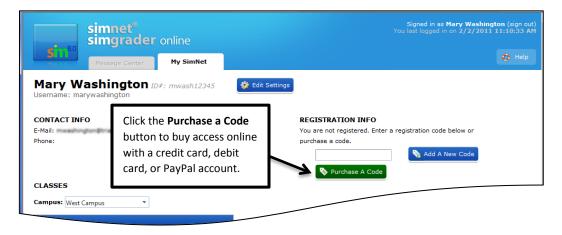
If you have a registration code, enter it in the text box on the My SimNet page, and then click the **Add A New Code** button.



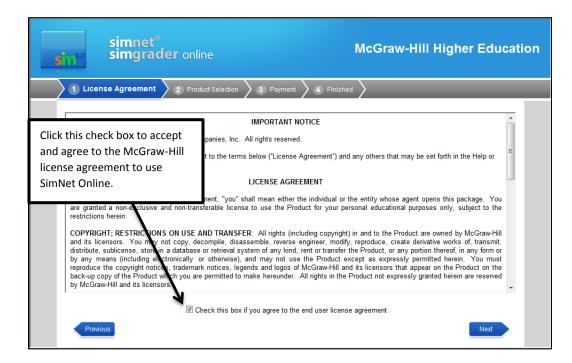
I do not have a registration code, and I would like to pay for my registration online

If you do not have a registration code, you can purchase your registration from within SimNet.

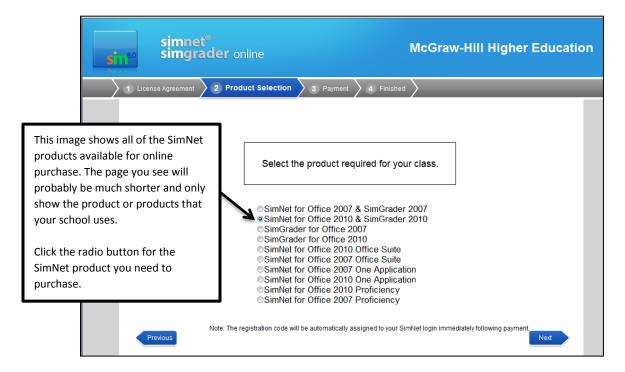
1. Click the Purchase A Code button.



2. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if** you agree to the end user license agreement check box, and then click **Next**.



3. Select the SimNet Online product you want to purchase, and then click **Next**. If you are not sure which SimNet product to purchase, check with your instructor or your class syllabus.

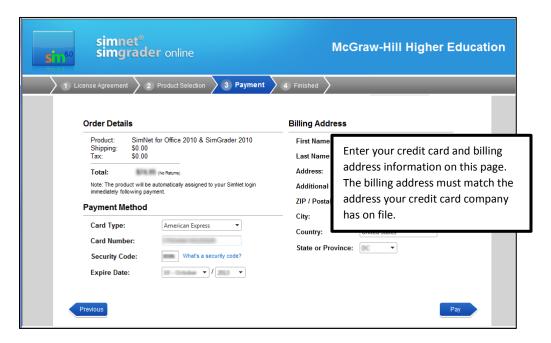


4. Next, select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)

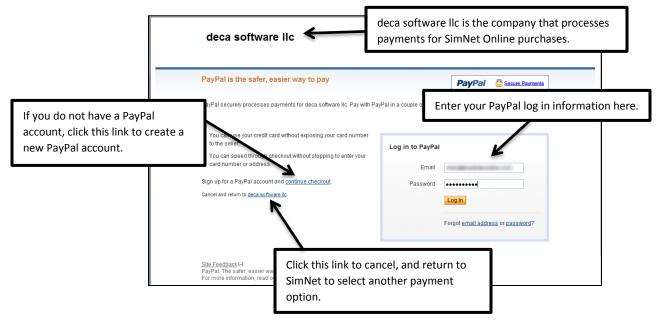


a. If you selected a credit card, the next screen will ask for your credit card and billing information. The credit card payment information and billing address are not saved to the SimNet database. This information is only used to process your SimNet payment. It is not visible to your instructor.

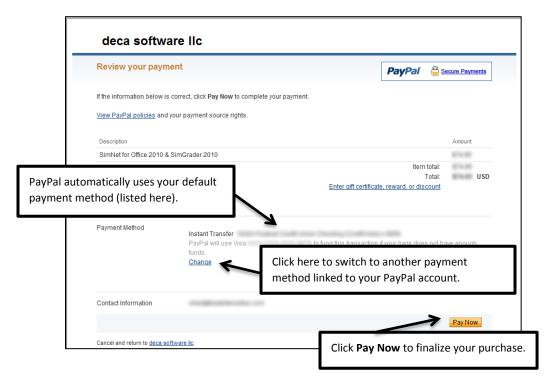
Enter your information, and then click the **Pay** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click** the **Pay button more than once, or your credit card may be charged multiple times.**



- b. If you selected PayPal, you will see a PayPal log in screen.
 - i. Enter your PayPal username and password, and click **Log In**. The SimNet system does not keep or track your PayPal log in information.



ii. Confirm your PayPal payment information, and then click Pay Now.



5. The next page confirms your purchase and SimNet registration. The system will also send you a receipt via email (using the email address you entered as part of your SimNet registration).

You will not receive a registration code – your account is created automatically for you. Click the **Return to SimNet** button to return to the main page where you can now enter your username and password to log in to SimNet.



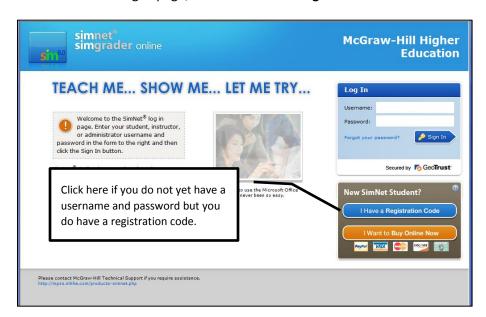
I do not have a username and password

If you do not have a username and password, you will need to *self-register* and create your SimNet account.

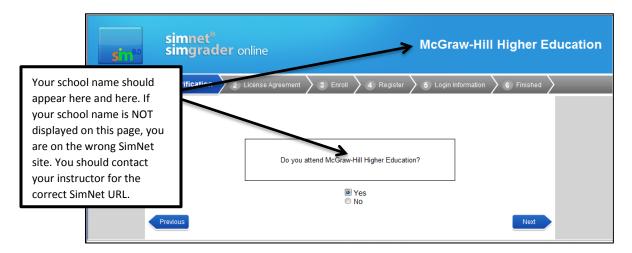
I have a registration code

If you purchased a registration code from your bookstore, or if your instructor provided one to you, you will need to enter the code as part of the registration process. If you purchased a textbook for your class, the SimNet registration code may be included with the textbook.

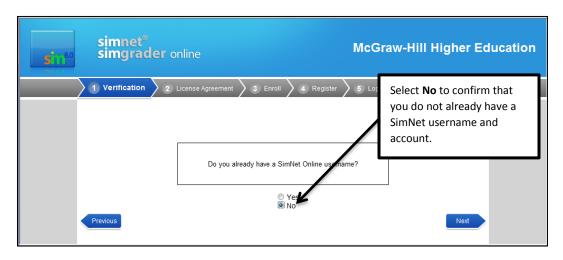
1. From the SimNet log in page, click the I Have a Registration Code button.



2. The next screen asks you to confirm the school that you attend. Please be sure to double-check that you are using the correct SimNet Online site for your school. Select the **Yes** radio button, and click **Next** to continue.



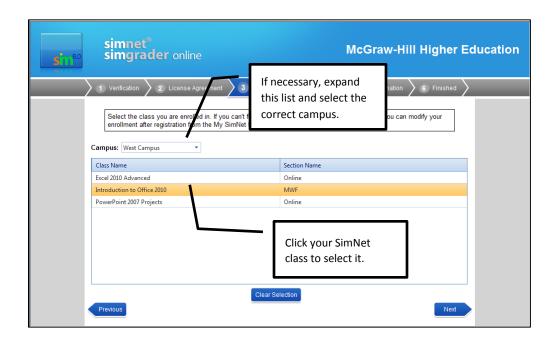
3. The next screen asks if you already have a username. Select the No radio button, and click Next to continue. (If you have a username and password already, please log in to SimNet and enter your registration code in the space provided on the My SimNet tab. Continuing through the self-registration process will result in a duplicate account.)



4. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if** you agree to the end user license agreement check box, and then click **Next**.



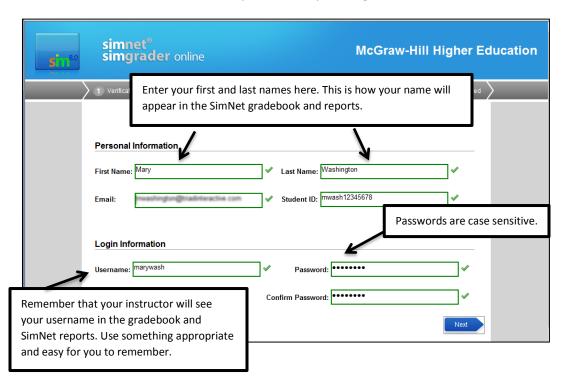
5. If necessary, expand the Campus list and select the correct campus. Click the name of the SimNet class to enroll in, and then click Next. (If you are not sure what class to select, click Next without making a selection. After you complete registration, you can log in to SimNet and go to the My SimNet tab to select a class, or you can ask your instructor to enroll your SimNet student account in the correct class for you.)



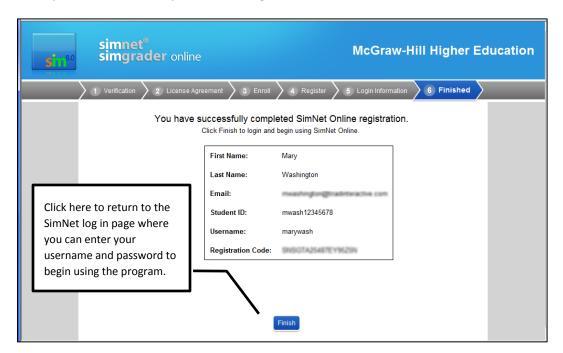
6. Enter your registration code in the space provided, and then click Next.



7. Enter your SimNet registration information, and then click the **Next** button. All the information must be entered before you can complete registration.



- a. Why do we require your email address? Your email is required so the system can send you your username and/or password if you forget them.
- b. Why do we require your Student ID? The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SimNet gradebook records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.
- 8. The final page confirms your registration information. If this information is correct, your registration is complete. You can throw away the registration code, as it is only good for a single registration. Click the **Finish** button to return to the main page where you can now enter your username and password to log in to SimNet.



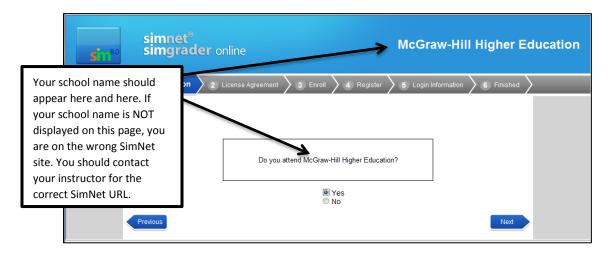
I do not have a registration code, and I would like to pay for my registration online

If you have not yet purchased a registration code from your bookstore, you can pay for registration online using a credit or debit card or a PayPal account:

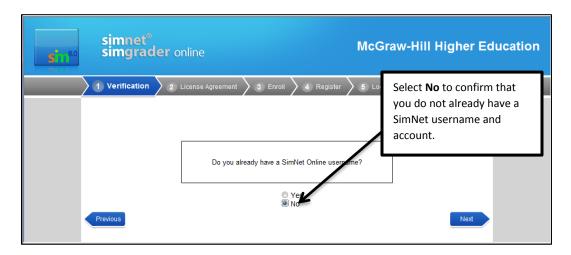
1. From the SimNet log in page, click the I Want to Buy Online Now button.



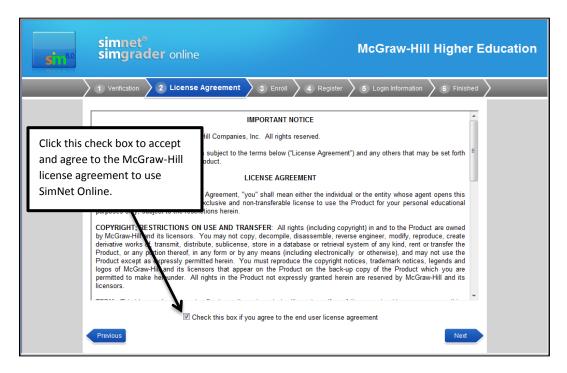
 The next screen asks you to confirm the school that you attend. Please be sure to doublecheck that you are using the correct SimNet Online site for your school. Select the Yes radio button, and click Next to continue.



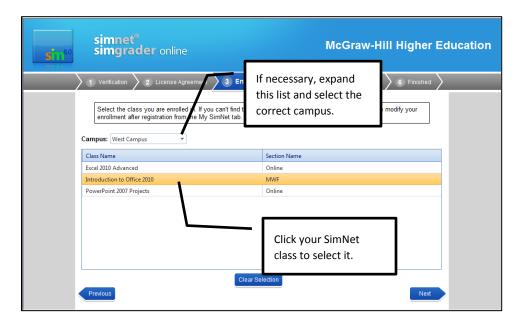
3. The next screen asks if you already have a username. Select the No radio button, and click Next to continue. (If you have a username and password already, please log in to SimNet and enter your registration code in the space provided on the My SimNet tab. Continuing through the self-registration process will result in a duplicate account.)



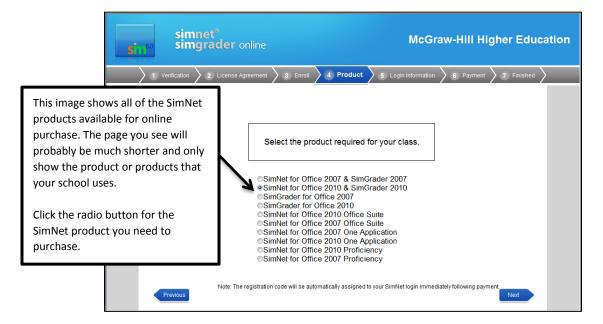
4. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if** you agree to the end user license agreement check box, and then click **Next**.



5. If necessary, expand the Campus list and select the correct campus. Click the name of the SimNet class to enroll in, and then click Next. (If you are not sure what class to select, click Next without making a selection. After you complete registration, you can log in to SimNet and go to the My SimNet tab to select a class, or you can ask your instructor to enroll your SimNet student account in the correct class for you.)

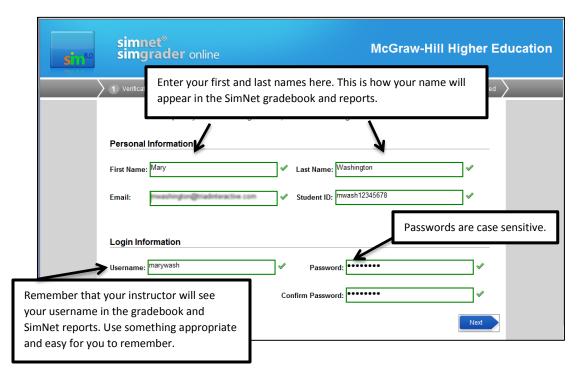


6. Select the SimNet Online product you want to purchase, and then click **Next**. If you are not sure which SimNet product to purchase, check with your instructor or your class syllabus.



- 7. Enter your SimNet registration information, and then click the **Next** button. All the information must be entered before you can complete the registration and purchase process.
 - a. Why do we require your email address? Your email is required so the system can send you your username and/or password if you forget them.

b. Why do we require your Student ID? The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SimNet gradebook records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.

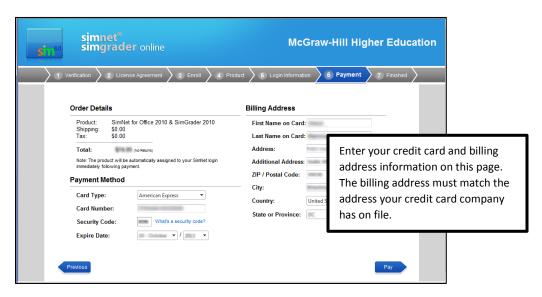


8. Next, select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)

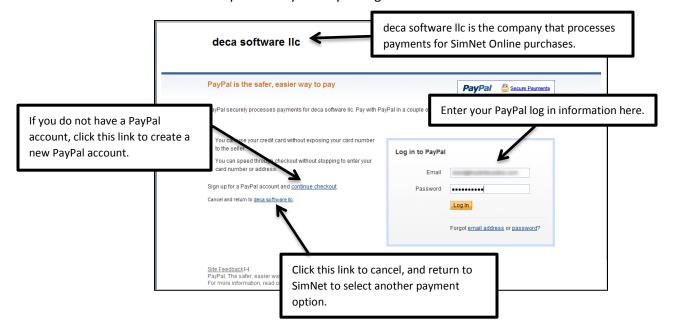


a. If you selected a credit card, the next screen will ask for your credit card and billing information. The credit card payment information and billing address are not saved to the SimNet database. This information is only used to process your SimNet payment. It is not visible to your instructor.

Enter your information, and then click the **Pay** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click** the **Pay button more than once, or your credit card may be charged multiple times.**



- b. If you selected PayPal, you will see a PayPal log in screen.
 - i. Enter your PayPal username and password, and click **Log In**. The SimNet system does not keep or track your PayPal log in information.



deca software IIc Review your payment PayPal

Secure Payments If the information below is correct, click Pay Now to complete your payment View PayPal policies and your payment source rights Amount SimNet for Office 2010 & SimGrader 2010 Item total: ... USD Total: PayPal automatically uses your default Enter gift certificate, reward, or discount payment method (listed here). Payment Method Instant Transfer Click here to switch to another payment Change method linked to your PayPal account. Contact Information Pay Now Cancel and return to deca software lic Click **Pay Now** to finalize your purchase.

ii. Confirm your PayPal payment information, and then click **Pay Now**.

9. The next page confirms your purchase and SimNet registration. The system will also send you a receipt via email (using the email address you entered as part of your SimNet registration).

You will not receive a registration code – your account is created automatically for you. Click the **Return to SimNet** button to return to the main page where you can now enter your username and password to log in to SimNet.



Frequently Asked Questions

I purchased online. Where is my registration code?

If you purchase your registration access online, the registration code is added to your SimNet account automatically. You never receive (or need) an actual registration code.

I purchased online. Can I get a receipt?

The system will send your purchase receipt via an email from DECA SOFTWARE. You may need to check your junk email folder for the receipt email.

If you need another copy of your purchase receipt, please email sales@decasoftware.com. Be sure to include your name, your school, and the product you purchased.

Can I return my purchase?

If you purchased online, and you have never used SimNet, you may be eligible for a refund. Forward your purchase receipt to sales@decasoftware.com and explain why you need a refund.

If you did not purchase online, you will need to contact the place where you purchased the code to inquire about return or exchange policies. Deca software cannot refund purchases made from your school bookstore or another seller.

I purchased the wrong code or SimNet module. Can I exchange it?

If you purchased a single module SimNet code and registered for the wrong module, McGraw-Hill technical support can help you. Go to http://mpss.mhhe.com/products-simnet.php and use their online form to request assistance.

If you purchased the wrong code online, send an email to <u>sales@decasoftware.com</u> and explain your situation. Deca software may be able to swap your registration for the correct one, or they may need to refund your purchase, so you can repurchase the correct registration type.

If you purchased the wrong code from your school bookstore or another seller, you will need to contact the place where you purchased the code to inquire about return or exchange policies.