



MyOMLab

Student Training Guide

MAKING THE MOST OF YOUR MYLAB EXPERIENCE

Welcome to Pearson's MyOMLab! Did you know that over 42 million students have used a Pearson MyLab & Mastering product? [Click here](#) to learn what your peers think and are saying about Pearson's MyLab!

You will use this MyOMLab course to do your homework, possibly take quizzes/tests, access your Pearson eText and more depending on your course set up and instructor defined preferences. In addition to the assigned material found in MyOMLab, you also have a wide variety of self-study resources available to you to help you succeed in your course including Dynamic Study Modules, the Study Plan, step-by-step examples, animations, and videos.

This brief guide will help you register, sign in, and navigate your online course.



[MyOMLab-Student Registration, Tips & Tricks Video Playlist](#)

Before you register

Before you register for your course, be sure you have:

- **A valid e-mail address.** Many instructors will INSIST that you use your university email address. This is a good one to use as it does not change and can be tied to your university learning management system. Be sure that whatever email address you choose is one you can remember, check often and is easily accessible.
- The **course ID** from your instructor. The course ID includes your instructor's last name and some numbers. For example: instructor04298



NOTE: The course ID is NOT needed if you are using MyOMLab integrated with your campus Blackboard, D2L or Canvas Learning Management system. If you are not sure, please ask your instructor.

- A student access code, which should have come packaged with your textbook. For example: MMLST-TAROK-THOLE-PICON-SHRIK-PRAWN



NOTE: If you do not have a student access code, you can purchase one during registration.

Be sure to run a [BROWSER CHECK](#) on every computer you use to access MyOMLab. This is CRITICAL for optimal performance. In addition, be certain to use a **secure, high-speed** Internet connection.

Register as a student

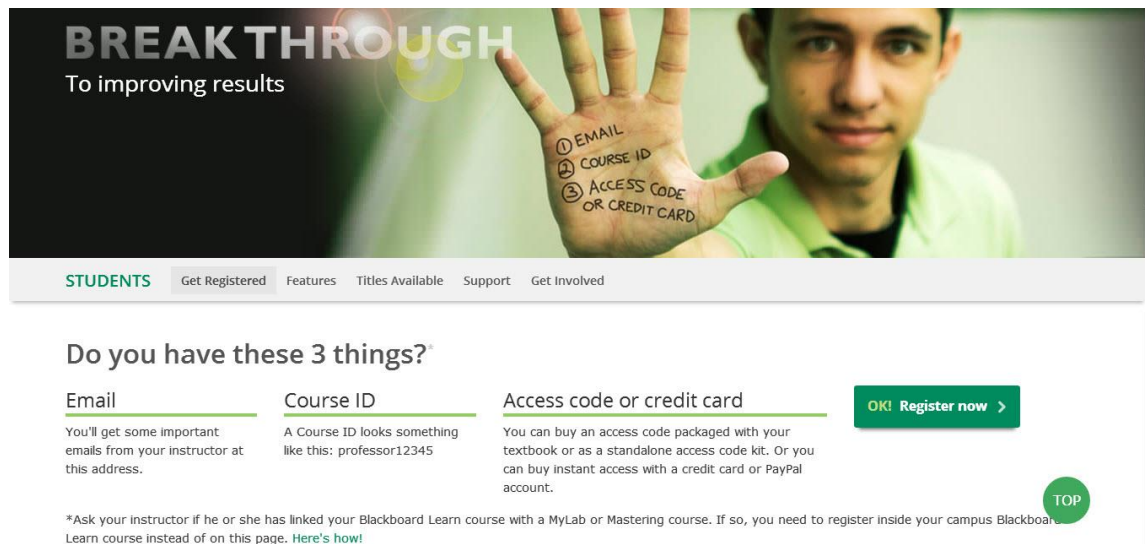
When you register, you enroll in your course and create a Pearson account if you don't already have one. If you already have a Pearson account from a previous course where you used a Pearson MyLab or Mastering product, you should register for this course with the same username and password.

TO REGISTER AS A STUDENT:

1. Go to: www.MyOMLab.com



2. On the right, under Register, click **Student**.



3. On the first Register page, click **OK. Register Now**.
4. Enter the **Course ID** provided by your instructor.

The course ID includes your instructor's last name and some numbers. *For example:* instructor04298.

5. On the next Register page, check that the course and instructor name in the box on the right are correct.

6. If so, you can either:

- Enter your Pearson username and password and click Sign In. Do this if you have previously taken a Pearson course, because you already created a Pearson account.

If you can't remember your username or password, **click Forgot your username or password?** to have your account information emailed to you.

- If you KNOW for sure you have never used a Pearson MyLab/Mastering product and have therefore never created a Pearson account, click **Create** to set up a Pearson account.

If you're not sure, click **Not sure if you have an account?** to see a list of Pearson courses that you might have taken.

On the Create an Account page, you enter your account information and choose a username and password in the boxes. Look for tips as you enter this information to help you answer. Click **Create Account**.

Accessing course

After you register, you can gain access to your course by either paying online or supplying the access code that was included with your textbook. If you're waiting for financial aid, you can get temporary access for 14 days. During the 14 day grace period you will need to UPGRADE your temporary account to a fully paid account either with an access code or by purchasing one.

Select an Option

Use an Access Code

A prepaid [access code](#) might come with your textbook or in a separate kit.

Access Code



Use a Credit Card or PayPal

MyOMLab WITH eText in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$105.00 USD

MyOMLab in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$60.00 USD

Course ID
Taught by
Course e

Not your
ID.

Waiting for financial aid? [Get temporary access without payment for 14 days.](#) Use an access code, credit card, or PayPal before May 26, 2014 to stay in your course.



DO NOT CREATE A NEW ACCOUNT when your temporary account expires! If you do so, your grades will not transfer and any work you complete during the grade period will be lost. You will receive email reminders during the 14 day grace period reminding you to upgrade your account as well as providing a link to do so. You will also see reminders each time you log into your MyLab course.

NOTE: If you don't use an access code, credit card, or PayPal within the 14 day grace period, you will lose access to your online course until you pay.

Use an access code

Click **Access Code** if you have an access code, either bundled with your textbook or as an access code kit sold individually. You can:

- Enter your access code, one word in each box
- Copy your access code and paste it into the first box.

Register

Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS	-	CANAL	-	PRIDE	-	STONY	-	MOULD	-	LUCKY	Finish
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Then click **Finish**.

Use a credit card or PayPal

To use a credit card or PayPal, instead of an access code, click the button for the access you want. See below for examples.

Use a Credit Card or PayPal

MyOMLab **WITH eText** in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$105.00 USD

MyOMLab in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$60.00 USD

In this example, you can purchase with or without the eText (integrated online textbook). You can buy the eText separately later, but it costs less to buy the course and the eText together.

On the Payment page, choose either Credit Card or PayPal and enter your payment information.

If you are using a parent's credit card:

- For the billing address, use the address where your parent receives credit card bills.
- Put your name in the Your Name field, not your parent's name, and enter your own email address.

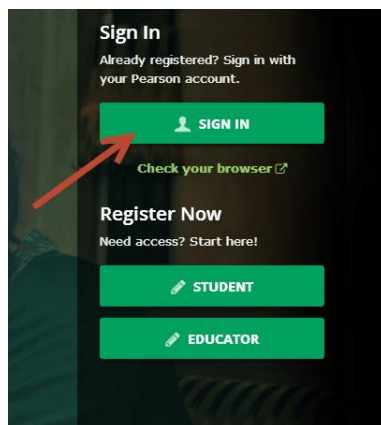
Click **Review** to check your payment information and then submit your order.

Enter your course

Once you have registered for your online course, you can sign in any time.

To enter your course:

1. Go to www.MyOMLab.com
2. Click **Sign in**



3. On the Sign In page, enter your Pearson account username and password and click **Sign in**.

Your Courses page appears and your course is listed in the MyLab / Mastering New Design section.

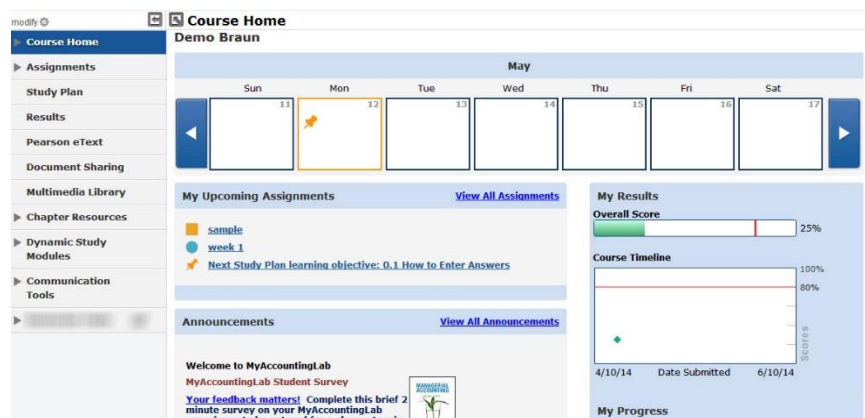
4. Click the course title to enter your course and start working.



NOTE: If you are enrolled with temporary access you will see the number of days remaining on this screen in a red text box. Please pay special attention to this information and upgrade using the link provided.

Navigate in your course

When you are working in your course, you can access all the course content using the menu on the left side of the page. The choices on the menu depend on your course and on how your instructor has set up the course. Your course menu will look something like this:



- The center of the screen shows you when your assignments are due. It may look different than the sample above depending on your instructor's course customizations.
- Clicking on **ASSIGNMENTS** will take you to the assignments area where you will access your HOMEWORK (Do Homework) and/or Quizzes/Tests.
- **Multimedia Library** provides access to a wealth of self-study resources! If this area is available in your course be sure to select the appropriate chapter and explore the resources therein.
- **Study Plan** takes you to your personal Study Plan, where you can identify what material you need to study and practice it.
- **Results** takes you to your Results page, where you can see your scores on your assignments, review previously submitted assignments, and check your overall score in the course.

The calendar

If your course has a calendar at the top of the page, it shows your assignments and your instructor's announcements for a full week. Icons in the calendar indicate assignments. You can click on an icon to see information about the assignment and work on it. You can click the arrows on the left and right to move forward and backward by a week.

Upcoming Assignments

If your course has an Upcoming Assignments section, it shows your next three assignments that you need to work on. If an assignment has a due date, you see the due date in front of the assignment name. You can click on an assignment name to work on it.

Announcements

If your course has an Announcements section, it shows announcements from the publisher (if your instructor allows it) and any announcements posted by your instructor. Under your instructor's announcements, click more to read the complete announcement.

Work in your Study Plan

In most courses, you can use the Study Plan to practice questions that are very similar to the questions you will get in your assignments. If your instructor allows it, you can get help while you practice through the use of the Learning Aids provided.

To access your Study Plan, click Study **Plan** in the left menu.

TO USE THE STUDY PLAN:

1. On the Study Plan page, you see recommendations for what to work on next. The recommendations correspond to sections or objectives in your textbook.

If your instructor assigns Study Plan work as a prerequisite for tests or quizzes, you can click Show by Assignment to display a drop-down list of assignments with Study Plan prerequisites. Choose the assignment in the dropdown list and click **Go** to see only the Study Plan work for that test or quiz.

2. Click **Practice** for the first recommended section or objective that you need to work on. If you have not practiced before, the button is green:



Practice working on questions in the player. If your instructor allows it, you can use tutorial learning aids, such as videos and animations, to help you answer.

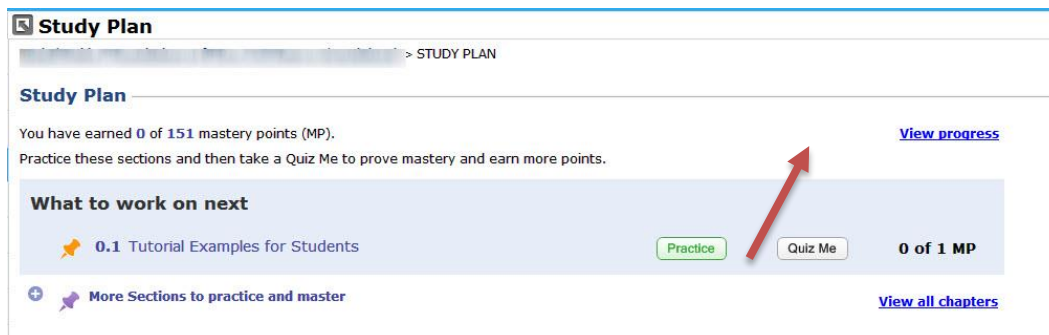
You can practice as much as you want. After you have answered all the practice questions correctly, the **Quiz Me** button turns green:



When you are ready, click Quiz Me for the first recommended section or objective to prove that you have mastered the material.

When you have mastered the material, your Study Plan recommends a new section or objective to work on. You also see the number of mastery points you have earned so far, if your instructor allows scoring in the Study Plan.

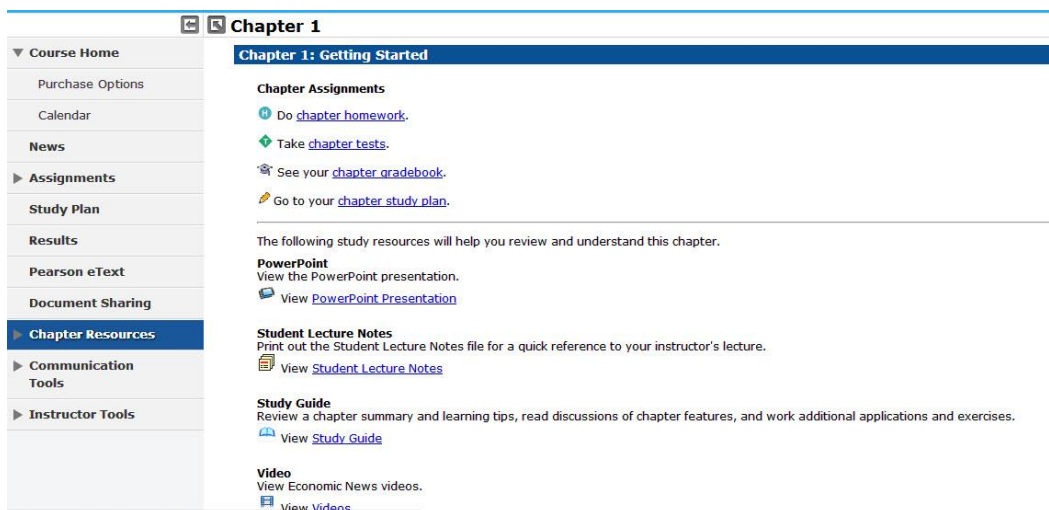
To see how many sections or objectives you have mastered and how many still remain, you can click View progress on the Study Plan page to see a chart that shows the details.



For more information on how to best utilize the Study Plan, talk to your instructor OR click on the "?" icon in the upper right hand corner of the Study Plan screen.

Chapter Resources

Looking for more resources to help you be successful in your course? Look no further than the Chapter Resources tab. Self-Study assets are organized by chapter in this section of the MyLab. Be sure to select a chapter of interest and explore the various assets available to you there. **Work completed or assets viewed in Chapter Resources do not contribute to your course grade directly but WILL help you understand the course material more deeply and fully.**



The Pearson eText

[Click here](#) to view information about how to effectively use the powerful Pearson eText.

Reviewing Results and Completed Assignments

The **Results** page shows your scores on the homework, tests, quizzes, and sample tests. It also shows your results on homework assignments you have started.

Your results are listed in a table. When you first open the Results page, the table shows your assignments submitted in the past two weeks. For each assignment, you can see:

- The name of the assignment. An icon appears next to the assignment name to show the type of assignment: **H** indicates homework, **T** indicates a test, **Q** indicates a quiz, and a **triangle icon** indicates an offline assignment. If an assignment name is grayed out, it does not contribute to your overall score.
- You see a grayed-out asterisk when your instructor changed or omitted your score.
- Time Spent. The amount of time you spent working on the assignment. The time is shown as hours and minutes, for example, 1h 12m. If you spent less than a minute on the assignment, it is shown as <1m.
- If you took a test that was interrupted before you submitted it, the word **incomplete** appears in the Time Spent column for that test. Depending on how your instructor set up the test, you can resume or retake an incomplete test.
- Date Worked. The date and time when your score was last updated in the Gradebook. For example, the date and time when you submitted a test or when your instructor entered a score for an offline assignment.

Click **Review** to open the player and review the assignment. Some assignments will allow you to re-work the problems as practice. This is a great way to prepare for high stakes quizzes and tests. Review work completed after the due date will not change your grade or your overall score.

Results

Legend ⓘ

Show Overall Score

Past 2 Weeks Past month Entire course to date All Assignments

Study this Learning Objective next: 0.1 How to Enter Answers

Results from 04/03/14 - 04/17/14

Results from past 2 weeks	Correct/Total	Score	Time Spent	Date Worked
testing a feature	1/4	25%	1m	04/17/14 12:25pm

To see what to study next, go to your [Study Plan](#)

This course is based on Braun/Tietz: Managerial Accounting, 3e Copyright 2014 Pearson Education

MyAccountingLab® with KNEWTON Adaptive Learning

Results

Overall Score: **47.5%**
[Show details](#)

All Assignments Study Plan Results

Student Results

Results from entire course to date.

Results from entire course to date.	Correct/Total	Score	Time Spent	Date Worked	Actions
Week Four: Chapter 8 - E & P	Review 0.94/2	47.06%	32m 7s	03/29/14 2:46pm	-- Choose -- Go
Week Four: Chapter 8 - QC & SE	Review 0.89/3	29.82%	11m 24s	03/27/14 1:52pm	-- Choose -- Go
Week Four: Chapter 7 - E & P	Review 0/2	0%	19s	03/22/14 3:48pm	-- Choose -- Go
Week Four: Chapter 7 - QC & SE	Review 1/1	100%	2m 21s	03/21/14 12:27pm	-- Choose -- Go
Chapter 4 Pre-Test (Sample Test)	Review	---	incomplete	03/05/14 11:33am	-- Choose -- Go

Above the table of results, you can use one of these options to change the information displayed in the table or get more information:

- **Show Overall Score:** Takes you to the Overall Score page, which shows your class average to date and your average in each Gradebook category. (This option does not appear in all courses.)
- **Past 2 weeks:** Shows your results for the past two weeks. This time period is the default view.
- **Past month:** Shows your results for the past month.
- **Entire course to date:** Shows your results for the whole course.
- **All Assignments:** This dropdown list controls what kinds of assignments are shown in the table. When you first open the Results page, All Assignments is selected, so you see all types of assignments. You use this dropdown list to display only certain types of assignments - for example, select Tests to view only your test results.

Edit personal information

To edit your personal information:

1. Click Account in the top-right corner of the MyLab / Mastering courses page.
2. Enter your user name and password.
3. Click Sign In to open the Pearson Account Profile page.
4. This page displays all the Pearson Education online products to which you have access, including all the courses you are taking.

Any grayed-out courses are not available. For example, if you are inactive in the course or the course has expired, you cannot access the course materials.

5. Click Edit Account Information.
6. (Optional) Edit your contact, academic institution, or sign-in information.
7. Click Save.
8. (Optional) E-mail your account information to yourself by clicking E-mail Account Profile in the top-right corner of the Pearson Account Profile page.
9. Click Sign out in the top-right corner.

Change to a different section

You can switch to a different section of your course if you need to change your schedule, are retaking a course, or are using the same textbook for a course delivered over more than one semester.

To change to different section:

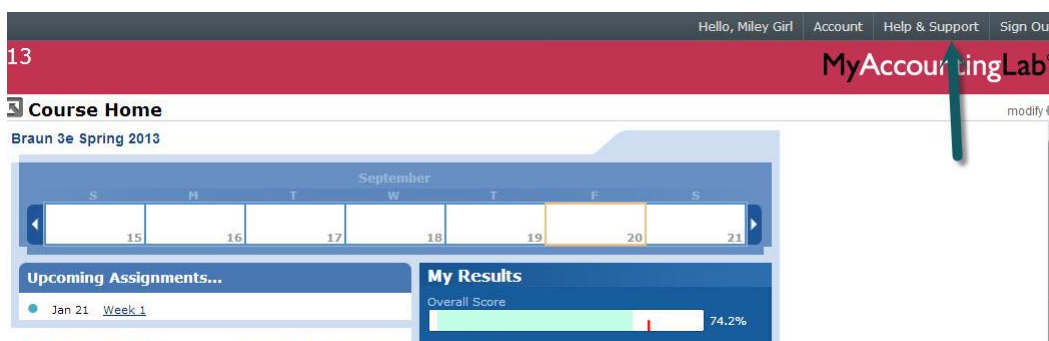
1. Go to pearsonmylabandmastering.com and sign in.

2. On your Courses page, select Enroll in Another Course above your course listings.
3. Enter the Course ID for the section you want and select Continue.

Get more help

If you need help using MyOMLab, you have many options:

- To get help on a page you are using, click the help question mark icon **?** at the top right of the page you are on.
- To get general help on the use of the MyLab, click on Help & Support in the upper right-hand corner of the screen.



This website has many useful pages where you can watch tours to learn more about using MyOMLab.

- To get **TECHNICAL support**, go to <http://247pearsoned.custhelp.com>. Here you can conduct a search, initiate a chat with a technical agent, send an email OR find the phone number for your respective product.





NOTE: When you contact support via chat, email or phone you will be given an INCIDENT ID. Be sure to record this number and pass it along to your instructor if you do receive a successful resolution to your issue. This enables your instructor to escalate the support issue with Pearson.

Get Involved

We invite college students to speak up and help us imagine, design, and promote exceptional educational products and services for the advancement of learning today and for generations to come.

Share your success to win

How has MyLab & Mastering helped you? [Share your story](#) and you'll be entered into a drawing to win an iPad Mini.

Join our team

Help fellow students. Expand your resume. Get paid! Apply to become a [Campus Ambassador](#), a Free Agent, a summer Intern, and more. Visit [PearsonStudents.com](#)

Visit us on [Facebook](#) for student-friendly giveaways, promotions, laughs, college tips, curious facts, and more.