

Enrollment and Account Creation

Quick Enrollment Instructions

1. Locate the desired title through the Search feature or by browsing the online catalog. Once you've found the course, click **Enroll Now**.
2. Select a session start date on the Select Date page. You will then move on to the Sign In page.
3. Use either Returning Students or New Student to access or create your account. If you are a new student, you will be asked to create an account by creating a username and password and providing your contact information. Select **Continue** or **Continue to Payment Options** to move on to the Purchase page.
4. Choose which payment option you'd like to use from the choices your school has provided. Complete the payment information, if necessary. After confirming payment, you'll automatically move on to the final Receipt page.

From the Receipt page, you can link directly to your Orientation and access My Classroom.

Detailed Enrollment Instructions

[Find a Course](#)

[Sign in to Account](#)

[Purchase Course](#)

Find a Course

To enroll in a course, first locate the desired title through the Search feature or by browsing the online catalog. Once you've found the course, click **Enroll Now**.

You'll be asked to select a session start date on which you'd like to begin your course.

The screenshot shows a progress bar at the top with four steps: 1. Select a Start Date (highlighted), 2. Sign In, 3. Payment Options, and 4. Purchase. Below the progress bar, it says 'Enrolling in course: Speed Spanish'. The main content area is titled 'Select a Start Date:' and contains a table with four rows of options. Each row has a radio button, a start date, a price, and a course section ID. The first option, 'Nov 10, 2010', is selected. Below the table is a blue 'Continue' button.

	Start Date	Price	Course Section
<input checked="" type="radio"/>	Nov 10, 2010	\$139 USD	EE00111
<input type="radio"/>	Dec 08, 2010	\$139 USD	EE00112
<input type="radio"/>	Jan 19, 2011	\$139 USD	EE00101
<input type="radio"/>	Feb 16, 2011	\$139 USD	EE00102

[Continue](#)

You'll then be taken to the Sign In page.

Sign in to Account

If you're a **returning student**, you can enter your username and password under the Returning Students heading, click **Sign In**, and skip ahead to the Purchase page.

If you're a **new student**, you'll need to create an account. To do so, enter your e-mail address under the New Student heading and click **Create Account** to go to the next page.

1. Select a Start Date 2. Sign In 3. Payment Options 4. Purchase

Enrolling in course: **Speed Spanish**
Price: **\$139**

Returning Student

Sign in if you have created an account or enrolled for an online course with us before.

E-mail Address (username)
username

Password
case sensitive

[Forgot Password?](#)

Sign In

New Student

Create an account if this is your first time taking an online course with us.

E-mail Address
janet.student@school.com

Create Account

On the next Sign In page, you'll be asked to create a username and password to establish an account and then enter your contact information, such as name, address, and phone number.

1. Select a Start Date 2. Sign In 3. Payment Options 4. Purchase

Enrolling in course: **Speed Spanish**
Price: **\$139**

Account Information

E-mail Address (username) janet.student@school.com

Re-enter E-mail Address janet.student@school.com

Password *****

Passwords are cAsE SeNsItIve and must be at least six characters long.

Re-enter Password *****

Security Question What is your favorite pet's

Security Answer Spot

I want to receive information and offers by e-mail.

Student Information

Title Mrs

First Name Janet

Last Name Student

Primary Phone Number 888-888-8888

Alternative Phone Number 999-999-9999

Address 1234 Valley Street

Address2 optional

City Valleyville

State/Province CA

Zip/Postal Code 98888

Country United States

Continue to Payment Options

Note: We do not sell, trade, or give any personal information to any outside parties.

Note: You will not be able to change your first or last name once you complete this enrollment, so be sure to type your name exactly as you want it to appear on any completion documents you may receive upon successfully concluding your online learning experience.

After you complete your account setup, click **Continue** to move to the Purchase page.

Purchase Course

On the Purchase page, you'll be asked to choose how you'd like to pay for the course using the Payment Options made available.

1. Select a Start Date 2. Sign In 3. Payment Options 4. Purchase

Enrolling in course: **Speed Spanish**
Price: **\$139**

Payment Options

Purchase Now
Purchase securely online with a MasterCard, VISA, or American Express card.

Purchase Later
Purchase via other accepted payment methods. Click button for details and instructions.

Already Paid
Payment has already been made.

Note: If your employer or learning institution provided you with a Passcode to apply as payment, enter it on this page.

After you finalize your payment method, you'll be taken to a confirmation page that will also be sent to the e-mail address you provided.

ONLINE LEARNING SEARCH CATALOG: Keyword, Subject, Title, Instructor, etc. Q

Browse Catalog
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- Computer Applications
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- Healthcare and Medical
- Language and Arts
- Law and Legal
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- Technology
- Writing and Publishing

Thank you! Your payment has been received.
Please print this page for your records. A copy of this confirmation will be emailed to you. To ensure receipt of your e-mail confirmation, please add ed2go.classes@cengage.com to your safe sender list.

Order Confirmation Details:
Your Name: Janet Student
Your Username: janet.student@school.com
E-mail: janet.student@school.com
Enrollment Date: 10/26/2010 5:38:33 PM
Transaction ID: 0

Purchased Courses	Start Date	Price	Orientation
Speed Spanish EE00101	January 19, 2011	\$139	Orientation

Total: \$139 USD

Enter My Classroom

Questions? Need Help? Forgot your password? Click the [Help](#) link at the top of any page.

You can then click **Enter My Classroom** to view your student access page. On the My Classroom page, you'll be able to view the Orientation for the course before it begins, access the course once it starts, and view progress and completion reports.