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.

<table>
<thead>
<tr>
<th>Select a Start Date:</th>
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</thead>
<tbody>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td>Nov 10, 2010</td>
</tr>
<tr>
<td>Dec 08, 2010</td>
</tr>
<tr>
<td>Jan 19, 2011</td>
</tr>
<tr>
<td>Feb 16, 2011</td>
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</tbody>
</table>

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.
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.

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.

Enrolling in course: Speed Spanish
Price: $139

Payment Options

<table>
<thead>
<tr>
<th>Purchase Now</th>
<th>Purchase securely online with a MasterCard, VISA, or American Express card.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Later</td>
<td>Purchase via other accepted payment methods. Click button for details and instructions.</td>
</tr>
<tr>
<td>Already Paid</td>
<td>Payment has already been made.</td>
</tr>
</tbody>
</table>

**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.

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@eengage.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 5:58:33 PM
Transaction ID: 0

<table>
<thead>
<tr>
<th>Purchased Courses</th>
<th>Start Date</th>
<th>Price</th>
<th>Orientation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Spanish</td>
<td>January 19, 2011</td>
<td>$139</td>
<td>Orientation</td>
</tr>
</tbody>
</table>

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.