**BEST PRACTICES FOR ENROLLING STUDENTS IN MYLAB, MASTERING, AND MATH XL**

1. Once a student has enrolled in **ANY** MyLab, Mastering, or Math XL course, they have created a username and password that they will use throughout high school in **ALL** future MyLab, Mastering, or Math XL course. While the teacher and/or course may change from year to year, **ALL** of these courses are on the same higher ed platform.
2. Because **ALL** Algebra I students use Math XL, whether they take this course in the 8th grade or 9th grade, starting this year, 2014-2015, **ALL** students should come to these courses with a valid username and password.
3. **STUDENTS WILL USE THE SAME USERNAME AND PASSWORD FOR ALL COURSES ON MYLAB, MASTERING, AND MATH XL!!!!!!!!!!!!!! This will eliminate so many usernames and passwords.**
4. **For students who have created multiple accounts the past two years, have them pick ONE username and password to use going forward!**
5. When students register, they need to use a **VALID** email address. This is how students can recover their username and password when they forget!
6. Since students have a tendency to forget their password over long breaks, please have the students write it down on an index card and keep it in a file so that you can help them in the future.
7. **DO NOT HAVE STUDENTS CREATE MULTIPLE ACCOUNTS FOR YOUR COURSE!** Every time a student creates a new account, a license is consumed. The district has purchased licenses based on student enrollment from iNow.
8. Students who transfer from another Huntsville School, and were enrolled in the same course at the other school, **do not need to reregister.** They just need to enroll in your course using your course id.
9. If a student forgets their password, and you did not have students give you the information, please email **Cindy Ham, cynthia.ham@pearson.com** that the student has created a duplicate account, so that we can see if the district can be credited for the duplicate account. I will need the username of the account the student **IS** using so that we don’t delete the wrong one.
10. Enrollment can change based on schedule changes, so numbers received from iNow earlier this summer may not now be accurate. If you believe that all licenses have been consumed, please email **Cindy Ham** with how many more students you still have to register. We can check to see how many licenses are remaining or if we need to add licenses.
11. If during the registration process the student gets an error message, have the student do the following:
12. clear their cache, cookies, and browsing history
13. close the browser
14. Internet Explorer or Chrome seems to work best
15. **PLEASE**, don’t share the codes with your students as we had several students and parents who created teacher accounts in the past. If you need help registering your students, please let your administration know.