

# MyLab Teacher Registration

**Important:** If you are using one of the following texts, proceed to page 2.

Ciccarelli, Psychology AP® Edition  
Divine, America Past and Present AP® Edition  
Faragher, Out of Many AP® Edition  
Hine, African-American History  
Jolliffe, Writing America AP® Edition  
Kagan, The Western Heritage Since 1300 AP® Edition  
Minter, Prentice Hall Psychology  
Roberts, Introduction to Literature  
Saferstein, Forensic Science  
Stearns, World Civilizations AP® Edition

All others, follow instructions below.

## Step 1:

Go to PearsonMyLabs.com

## Step 2:

Select Educator

MyLab / Mastering

Home Learn About Students Educators Community Contact Us

**BREAKTHROUGH**  
To engaging experiences

Immersive content, tools, and experiences effectively engage students  
New student-centered design features are now available for select titles

**Sign in**  
Already registered? Sign in with your Pearson account.  
Sign In

**Register**  
Need access? Start here.  
Student  
Educator

**For Students**

- Get Started
- Use with your Local LMS
- Tours
- What's New
- System Requirements
- Support

**For Educators**

- Get Started
- Use with your Local LMS
- What's New
- System Requirements
- Support

**Success Stories**

"The robust homework features have students actively engaged in learning as they complete their homework."  
—Shawna Haider, Salt Lake Community College

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## Step 3:

Select Register and skip To step 5 on page 3.

**Educator Registration**

To register for MyLab and Mastering, you must have an instructor access code.

**Do you have an access code?**  
If you have an access code, register now:  
Register

**Do you need an access code?**  
If you don't have an access code, request one now:  
Request a Code

Close

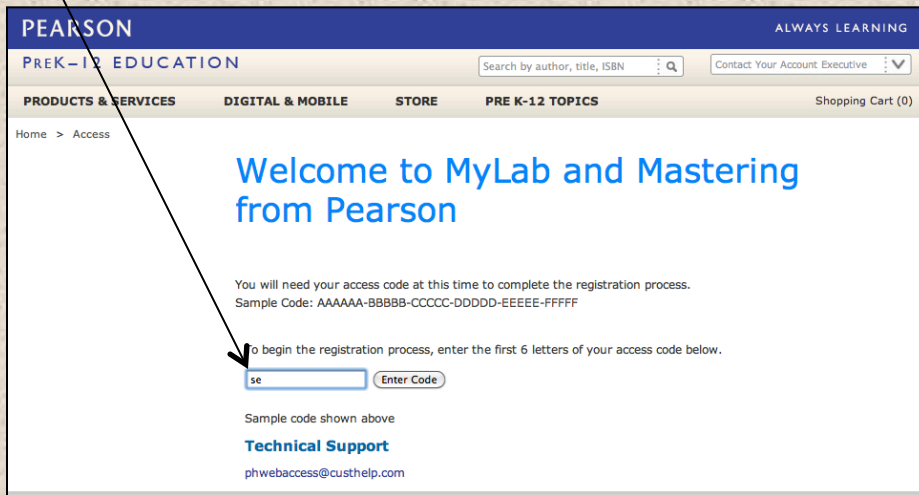
# MyLab registration for:

Ciccarelli, Psychology AP® Edition  
Divine, America Past and Present AP® Edition  
Faragher, Out of Many AP® Edition  
Hine, African-American History  
Jolliffe, Writing America AP® Edition  
Kagan, The Western Heritage Since 1300 AP® Edition  
Minter, Prentice Hall Psychology  
Roberts, Introduction to Literature  
Saferstein, Forensic Science  
Stearns, World Civilizations AP® Edition

**Step 1:** Go to [www.PearsonSchool.com/Access](http://www.PearsonSchool.com/Access)



**Step 2:** Enter the letters “SE” in the box and click the Enter Code button



PEARSON ALWAYS LEARNING  
PREK-12 EDUCATION Search by author, title, ISBN Contact Your Account Executive

PRODUCTS & SERVICES DIGITAL & MOBILE STORE PRE K-12 TOPICS Shopping Cart (0)

Home > Access

## Welcome to MyLab and Mastering from Pearson

You will need your access code at this time to complete the registration process.  
Sample Code: AAAAAA-BBBBBB-CCCCCC-DDDDDD-EEEEEE-FFFFFF

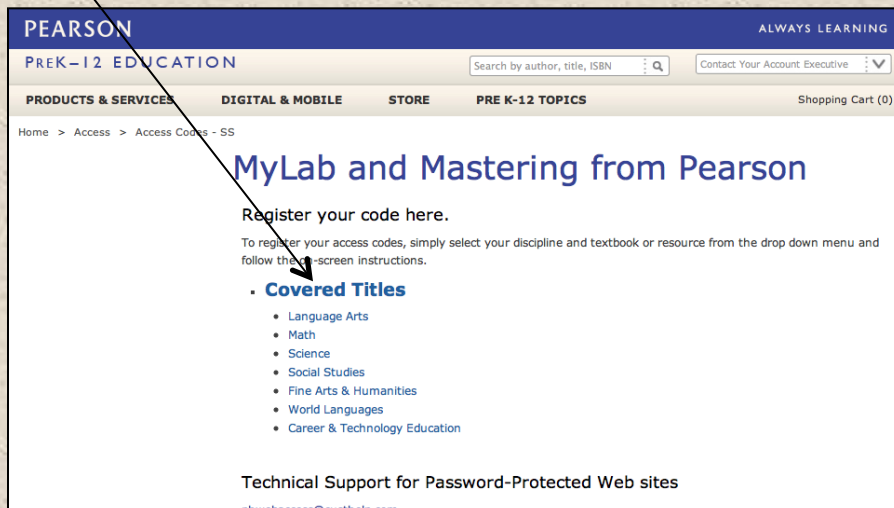
To begin the registration process, enter the first 6 letters of your access code below.

Enter Code

Sample code shown above

**Technical Support**  
phwebaccess@custhelp.com

**Step 3:** Select Covered Titles, select a Discipline and choose your title/program.



PEARSON ALWAYS LEARNING  
PREK-12 EDUCATION Search by author, title, ISBN Contact Your Account Executive

PRODUCTS & SERVICES DIGITAL & MOBILE STORE PRE K-12 TOPICS Shopping Cart (0)

Home > Access > Access Codes - SS

## MyLab and Mastering from Pearson

Register your code here.

To register your access codes, simply select your discipline and textbook or resource from the drop down menu and follow the on-screen instructions.

**Covered Titles**

- Language Arts
- Math
- Science
- Social Studies
- Fine Arts & Humanities
- World Languages
- Career & Technology Education

Technical Support for Password-Protected Web sites  
phwebaccess@custhelp.com

**Step 4:**  
If this information matches your title,  
select Teacher Registration.

The screenshot shows the Pearson website interface for MyLab and Mastering. At the top, there is a navigation bar with 'PEARSON' and 'ALWAYS LEARNING'. Below that, 'PREK-12 EDUCATION' is displayed along with a search bar and a 'Contact Your Account Executive' dropdown. The main navigation includes 'PRODUCTS & SERVICES', 'DIGITAL & MOBILE', 'STORE', 'PRE K-12 TOPICS', and 'Shopping Cart (0)'. The page title is 'MyLab and Mastering from Pearson'. A sub-header says 'Register your code here.' followed by instructions: 'To register your access codes, simply select your discipline and textbook or resource from the drop down menu and follow the on-screen instructions.' A section titled 'Covered Titles' lists several subjects: Language Arts, Math, Science, and Social Studies. Under Social Studies, it lists 'Bade/Parkin, Foundations of Economics 3e/5e', 'Carnes/Garraty, The American Nation 13e AP\* Edition', and 'Ciccarelli, Psychology, AP\* Edition'. The selected title is 'Ciccarelli, Psychology', with details: 'AP\* Edition ©2011, ISBN: 0-205-78617-0; 0-13-137676-4'. A question asks 'Does the above information exactly describe the textbook you are using?'. If YES, it instructs to click on the 'Teacher Registration' link. If NO, it states the service is not available. A 'PSYCHOLOGY' book cover is visible on the right.

**Step 5:**  
Read and Accept  
Pearson's Privacy Policy  
and Licensing Agreement.

The screenshot shows the 'License Agreement and Privacy Policy' page. It starts with a 'Help ?' icon. The main text states: 'By registering to use a Pearson Education online learning system, I certify that I have read and agree to the Pearson License Agreement and the Pearson Privacy Policy.' Below this, it says: 'I understand that my personal information may be stored in and/or accessed from jurisdictions outside of my resident country. I consent to this storage and/or access.' Another paragraph states: 'The personal information that I use with a Pearson Education online learning system can include my name and contact information, my answers to questions that are part of the course, my marks on tests or other course requirements, and any comments about me made by my instructor.' There are two scrollable sections: 'Privacy Policy' and 'License Agreement'. The 'Privacy Policy' section is titled 'Pearson Education Privacy Statement' and contains text about protecting personally identifiable information. The 'License Agreement' section is titled 'Pearson Education End User License Agreement and Privacy Policy' and contains text about the agreement between the user and Pearson Education, Inc. At the bottom right, there are two buttons: 'I Decline' and 'I Accept >'. An arrow points from the 'I Accept >' button to the 'Step 5' text on the left.

## Step 6 :Creating your Pearson Account

Do you have a Pearson Education Account?

Select:

**No**, if this is your first Pearson MyLab product.

You will asked to create your user name and password.

**Yes**, if you are already registered for a Pearson MyLab product.

You will be asked to enter your existing user name and password.

**Not Sure**, the system will check for you.

Access Information

Do you have a Pearson Education account? ?

Yes

No

Not Sure

Access Code ?

Enter your access code.

\* Access Code

Switch to a single box for pasting your access code

Example  
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

Cancel Next

### Access Code

Once you created or entered your Pearson Account, enter your 6-part teacher access code in the boxes provided, then select next.

## Step 7 :Entering your profile

### Personal Information

It is recommended that you use your School Email address.

### School Location

After entering your school zip code a list of schools will appear. You will NOT see your school listed here. Select OTHER and manually enter your information.

When complete, select NEXT

Account Information

\*Fields are required Video Tutorial Help ?

MyCompLab®

Educator access for Pearson Composition suite including MyCompLab, MyLiteratureLab and MyLab/Mastering New Design

Personal Information ?

Title

Select a Title

Important subscription information and system announcements will be sent to you at this email address.

\*First Name \*Last Name

\*Email Address

Enter a valid email address. See acceptable characters. Don't have an email address?

\*Re-type Your Email Address

School Location ?

\*School Country

Select A Country

Security Question ?

If you contact us, we will ask you this question to confirm your identity.

\*Security Question

Select the question you want us to ask you

\*Your Answer

May we contact you? ?

## Step 8 :

### On Screen Confirmation

Congratulations!

You are now registered. There are two types of on screen confirmation pages (see below) . At this point you can select Log In Now or close this page and re-enter at MyPearsonLab.com. If you choose Log In Now, skip to page 6.

**Confirmation & Summary** Print This Page

**MyPsychLab**<sup>®</sup>

You have subscribed to a Pearson Education online product. Please [print this page](#) as your receipt. You will also receive a confirmation email for your records.

You now have access to... ?

**MyPsychLab for Ciccarelli's Psychology, 2e AP edition**

[Log In Now](#)

If you need to review or edit your account information, visit your [Account Summary](#) page.

<b>Role:</b> Educator	<b>Account ID:</b> 40517506
<b>Expiration Date:</b> Aug 6, 2018	<b>Order ID:</b> 83708376
<b>Section or Module:</b> MyPsychLab for Ciccarelli's Psychology, 2e AP edition	<b>Login Name:</b> pearsonmylabtesting

**PEARSON** Steps to Register

Access Information  Account Information  Confirmation & Summary

**Confirmation & Summary** Print This Page

**MyPoliSciLab**<sup>®</sup>

You have subscribed to a Pearson Education online product. Please [print this page](#) as your receipt. You will also receive a confirmation email for your records.

You now have access to... ?

**MyLab / Mastering New Design**

[Log In Now](#)

If you need to review or edit your account information, visit your [Account Summary](#) page.

<b>Role:</b> Educator	<b>Account ID:</b> 47905237
<b>Expiration Date:</b> Apr 30, 2019	<b>Order ID:</b> 101809314
<b>Section or Module:</b> MyLab / Mastering New Design Instructor Access	<b>Login Name:</b> joycepearson1

# Enter PearsonMyLab.com and create your course.

Enter your Pearson MyLab

**Step 1:** Go to PearsonMyLabs.com

**Step 2:** Select Sign In.

**MyLab / Mastering**

Home Learn About Students Educators Community Contact Us

**BREAKTHROUGH**  
To engaging experiences

Immersive content, tools, and experiences effectively engage students  
New student-centered design features are now available for select titles

**Sign in**  
Already registered? Sign in with your Pearson account.  
**Sign in**

**Register**  
Need access? Start here.  
**Student**  
**Educator**

**For Students**

- Get Started
- Use with your Local LMS
- Tours
- What's New
- System Requirements
- Support

**For Educators**

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**Success Stories**

"The robust homework features have students actively engaged in learning as they complete their homework."  
—Shawna Haider, Salt Lake Community College

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**Step 3:** Enter your Username and Password.

**MyLab & Mastering Sign In**

**BREAKTHROUGH**  
To better results

Username

Password

**Sign In**

[Forgot your username or password?](#)

If your textbook program name and MyLab site appears under Your Courses and Products, follow the steps below.

If a Welcome message or Create/Copy Course button appears under MyLab/Mastering New Design, skip to page 9.

**Step 1:**  
Select Class Manager  
(top right).

**Step 2:**  
Select Create Your Class Now.

### Step 3:

Complete required fields. Then select Create your Course

PEARSON **mypsychlab** Grade Tracker | Class Manager | MyPlaces | Log Out | Help  
Welcome, Joan Dittmer

**HOME** | CHAPTERS | MULTIMEDIA LIBRARY | RESOURCES | LIBRARY | FOR INSTRUCTORS

#### Create a New Class

**\* Indicates required information**

**\* Enter the Class name**  
If you plan to create multiple sections for your Class, be sure to include section information in the Class name.

**\* Class start date**  
    
Students cannot join this class before the class start date.

**\* Class end date**  
    
Students cannot submit activities to the class gradebook after the class end date.

**Instructor Name**  
The name shown below reflects the name you entered when you created an account with us.  
First Name: Joan  
Middle Initial:  
Last Name: Dittmer

**General Class Information**  
Use this field to provide general information about this class to your students (for example, meeting times and places, grading policies, and class materials).  
You can enter plain text. However, line breaks will not be observed. To format your class information, you can use a limited set of HTML tags. For more information, click [See all supported HTML tags](#).  
(See All Supported HTML Tags)

[Edit in larger window...](#)


**Syllabus Upload**  
You can upload a file, such as a Class Syllabus, below. **Please note that you can only provide one file for your class.** The following file types are supported: Microsoft® Word (.doc), Microsoft® Excel (.xls), Portable Document Format (.pdf), Rich Text Format (.rtf), plain text (.txt). The maximum file size allowed is 1 MB. Your connection speed may affect upload time.  
Choose File no file selected

You have successfully created your course. Note: Your students will need your course ID to join your course and link to your gradebook.


If you teach multiple sections, repeat the steps above to create another course.

PEARSON **mypsychlab** HOME | CHAPTERS | MULTIMEDIA LIBRARY | RESOURCES | LIBRARY | FOR INSTRUCTORS

#### Class Creation Confirmation

 **Congratulations**, you have successfully created your class!

**The Class ID is cm429529.**

 • Communicate the Class ID to the students you want to join your class.

• For information on how students join a class, see [How students join a class](#).

**This completes the set up instructions for your MyLab program.**



# MyLab New Design Course Set Up

(continued from page 7)

If you selected Log In Now from your confirmation page continue below.

**PEARSON** Steps to Register

✓ Access Information   ✓ Account Information   ● Confirmation & Summary

## Confirmation & Summary Print This Page

**MyPoliSciLab<sup>®</sup>**

You have subscribed to a Pearson Education online product. Please [print this page](#) as your receipt. You will also receive a confirmation email for your records.

You now have access to...

### MyLab / Mastering New Design

[Log In Now](#)

If you need to review or edit your account information, visit your [Account Summary](#) page.

<b>Role:</b> Educator	<b>Account ID:</b> 47905237
<b>Expiration Date:</b> Apr 30, 2019	<b>Order ID:</b> 101809314
<b>Section or Module:</b> MyLab / Mastering New Design Instructor Access	<b>Login Name:</b> joycepearson1

**Step 1:**  
Under MyLab/Mastering New Design select Create Your Course.

**PEARSON** Hello, Pearson Literature | Account | Help & Support | Sign Out

MyLab / Mastering New Design Settings ?

Welcome, Pearson

Create your courses for MyMathLab, MyStatLab, MyLab New Design, and Mastering with Enhanced Course Management here. For a list of titles available, see [Learn about MyLab / Mastering](#). If your title is not available, create your course by selecting the appropriate product link under **Your Courses and Products**.

[Create your New Course](#)

Your Courses and Products Settings ?

- ▶ Instructor Resource Center
- ▶ MyLab / Mastering New Design Instructor Access
- ▶ myLiteratureKit
- ▶ MyLiteratureLab
- ▶ MyLiteratureLab for Kennedy/Giola
- ▶ MyLiteratureLab for Literature for Composition, Barnett
- ▶ MyLiteratureLab for Prentice Hall
- ▶ MyReadinessTest
- ▶ MySearchLab
- ▶ MyTest

About MyLab / Mastering

Learn about MyLab / Mastering

Where's my course?

Announcements Settings ?

General Announcements

There are no announcements at this time.

**Where did my course announcements go?**

To display your course announcements, use the [Settings](#) button.

Don't show this message again.

Need Help? Settings ?

▼ Get Started

Get started with MyLab / Mastering

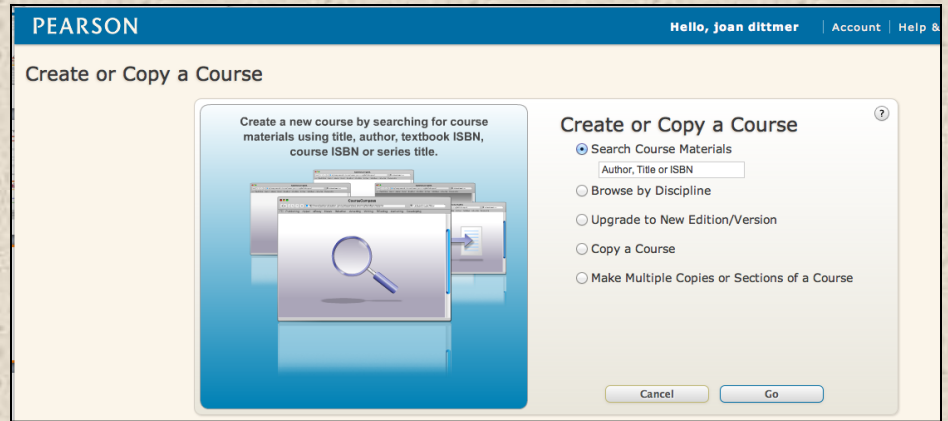
Teach with MyLab / Mastering New Design

▼ Access Support

Get answers

Check system requirements

**Step 2:**  
Select Search Course Materials.  
Enter the textbook Title or Author  
OR  
Select Browse by Discipline.  
Click the dropdown menu to locate your discipline.



**Step 3:**  
Select Go. Review the contents listed under the titles for the types of content included in the course material. To ensure you have selected the proper course materials, make sure it says New Design to the right of the description. Click Select Course Materials to create your individual course.



## Step 4: Entering Course Information

### Course Name

Name your course.

### Description

Describe your course to help  
One course from another (optional).

### Course Type

In most cases you will select  
**Student Enrollment.**

### Course Enrollment Dates

**Enrollment Start Date** – click

the calendar icon to select

date you want students to  
start enrolling in your course.

**Enrollment End Date** – select

the date you want to close  
student enrollment.

### Course Duration Dates

**Course Start Date** – select the

date you will begin teaching  
the course.

**Course End Date** – select the

date you want to close student  
access to your course.

### Make Available For Other Instructors To Copy

**Available For Copy** to allow other educators to copy your course.

**Unavailable For Copy** if you do not want other instructors to be able to copy your course.

Click **Create Course Now.**

**Enter Course Information**

**Course Material Selected**

**MyPolSciLab for Edwards, Government in America, 2012 Election Edition**  
Edwards, George  
Textbook ISBN-10: 0205865615  
Textbook ISBN-13: 9780205865611  
Publisher: Pearson U.S.

[Change Selection](#)

**Course Information ( \* Required Field )**

\* **Course Name:**  (108 characters remaining)

**Description:**  (512 characters remaining)

**Course Type**

For Student Enrollment:  **Student Enrollment**

For Instructor Use Only:  **Instructor Use Only**

**Course Enrollment Dates**

\* **Enrollment Start Date:**

\* **Enrollment End Date:**

**Course Duration**

\* **Course Start Date:**

\* **Course End Date:**

**Make Available For Other Instructors To Copy**

Available For Copy:  **Available For Copy**

Unavailable For Copy:  **Unavailable For Copy**

## Course Confirmation

Your course will be created within 24 hours.

When your course is ready you will receive

an email. You may sign out at this point.

NOTE: Students will need your course ID

when they register to join your course.

**PEARSON** Hello, Joan dittmer | Account | Help & Support | Sign Out

Steps: 1 Select Course Materials 2 Enter Course Information 3 Confirmation

**Confirmation - Request Received**

**Your Course Name: Government Section 1**  
**Your Course ID: dittmer39203**  
After your course has been created, send this to your students.

**Other Course Information**

- Your Course Creation Date is Apr 29, 2013
- Your Course End Date is Apr 29, 2014
- Your Course Type is For Student Enrollment
- Courses with over 500 students may affect gradebook performance. If this occurs, contact your sales representative.

**How will you know when the course is ready?**

- You will receive an email from MyLab and Mastering Support.
- The link to your new course on your Courses page will become active (this link will be inactive and noted with a clock icon while you are waiting).

Please print this page for your records.

**How long will it take?**  
1 Hour - 1 Business Day  
Times may vary depending on the number of other requests made and the size of your course materials.

**While you are waiting you can:**  
Explore MyLab and Mastering now  
You can start learning about MyLab and Mastering now, using online Help, the Instructor Quick Start Guide, and News from Pearson Education.

**Log out and come back when your course is ready**  
There's no need to stay online while we create your course. You can safely close your browser and come back after you receive your confirmation email.

# Accessing Your Course

**Step 1:** Go to PearsonMyLab.com.

**Step 2:** Select Sign In.

Your course will appear under MyLab/Mastering New Design.  
Select your course to continue.

The screenshot shows the Pearson MyLab/Mastering New Design interface. At the top, there is a navigation bar with the Pearson logo, the user's name 'Hello, joan dittmer', and links for 'Account', 'Help & Support', and 'Sign Out'. The main content area is divided into three columns. The left column, titled 'MyLab / Mastering New Design', lists several courses: 'Government Section 1' (Course ID: dittmer29203, 2 students enrolled), 'US History Section 1 - Section 1' (Course ID: dittmer03718, 0 students enrolled), and 'US History Section 1' (Course ID: dittmer28873). Each course entry includes a 'New Design!' badge and a 'Details' link. The middle column, titled 'Your Courses and Products', shows a list of active and inactive courses with a search bar and a list of course titles. The right column, titled 'Announcements', contains a 'General Announcements' section with links to '2013 Schedule of MyLab New Design System Updates', 'Preferred Browsers for Your MyLab/ Mastering New Design Course', and 'Required browser settings for your course'. Below this is a section titled 'Where did my course announcements go?' with a 'Don't show this message again.' checkbox. At the bottom right, there is a 'Need Help?' section with links for 'Get started with MyLab / Mastering', 'Teach with Mylab / Mastering New Design', 'Get answers', 'Check system requirements', and 'View release notes'.

You can review the course contents and add or delete materials to suit your needs. The course becomes available for student enrollment on the date you set during course creation. Click **Details** to confirm that the dates you set for your course are correct and to update course information. By default, courses you create are available to students for nine months. You can change the course start and end dates, as well as the enrollment start and end dates, at any time.

## Course Homepage

Complete the Getting Started steps and review the users guide.

The screenshot shows the MyPoliSciLab Course Home page for 'Government Section 1'. The page has a blue header with the course title and the MyPoliSciLab logo. Below the header, there is a navigation menu on the left with links for 'Course Home', 'Notifications', 'Syllabus', '24/7 Customer Support', 'eText & Chapter Audio', 'Assignment Calendar', 'Study Plans & Course Content', 'Explorer', 'Video Series', 'Student Resources', 'Student Grades', 'Communication Tools', 'Instructor Resources', and 'Instructor Grades & Assignments'. The main content area is divided into three sections. The top section, titled 'Announcements', has an 'Expand All' link and a table with columns for 'Announcement', 'Submitter', and 'Date/Time \*'. The middle section, titled 'Getting Started', contains three numbered steps: 1. Tune up your browser, 2. Sync your time zone (with sub-links for Instructors and Students), and 3. View user guides. The bottom section features a large image of the 'GOVERNMENT IN AMERICA' textbook cover, followed by text describing the MyPoliSciLab program and a link to purchase a loose-leaf printed version of the textbook. At the bottom of this section, there are icons for 'Listen to the Text' and 'Read the eText'.

This completes the set up instructions for your MyLab program.