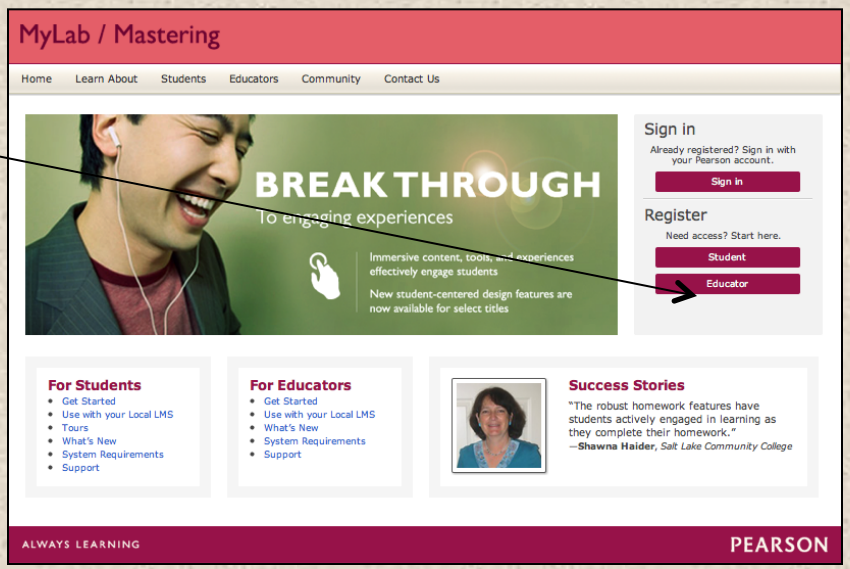
MyLab Teacher Registration

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

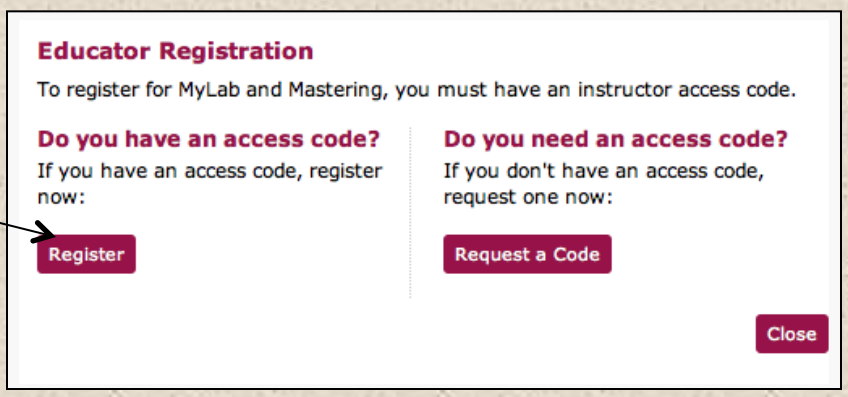
Ciccarelli, Psychology AP® Edition
Divine, America Past and Present AP® Edition
Faragher, Out of Many AP® Edition
Hine, African-American History
Jolliffe, Writing America AP® Edition
Kagan, The Western Heritage Since 1300 AP® Edition
Minter, Prentice Hall Psychology
Roberts, Introduction to Literature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

All others, follow instructions below.

Step 1:
Go to PearsonMyLabs.com
Step 2:
Select Educator



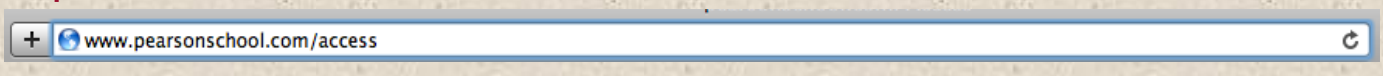
Step 3:
Select Register and skip
To step 5 on page 3.



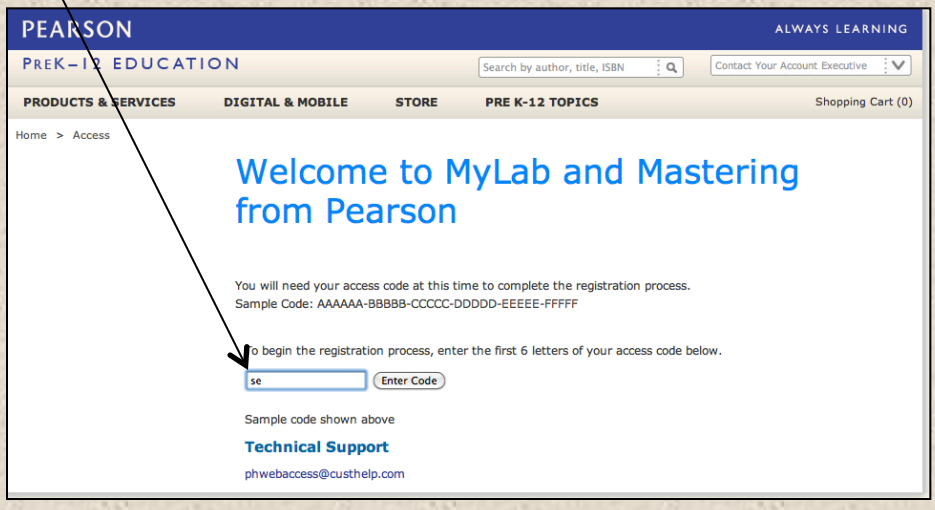
MyLab registration for:

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

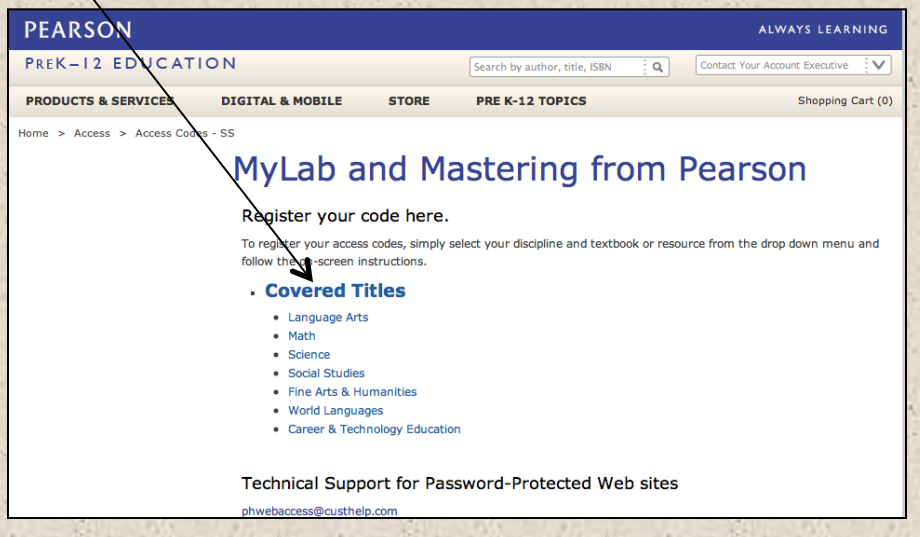
Step 1: Go to www.PearsonSchool.com/Access



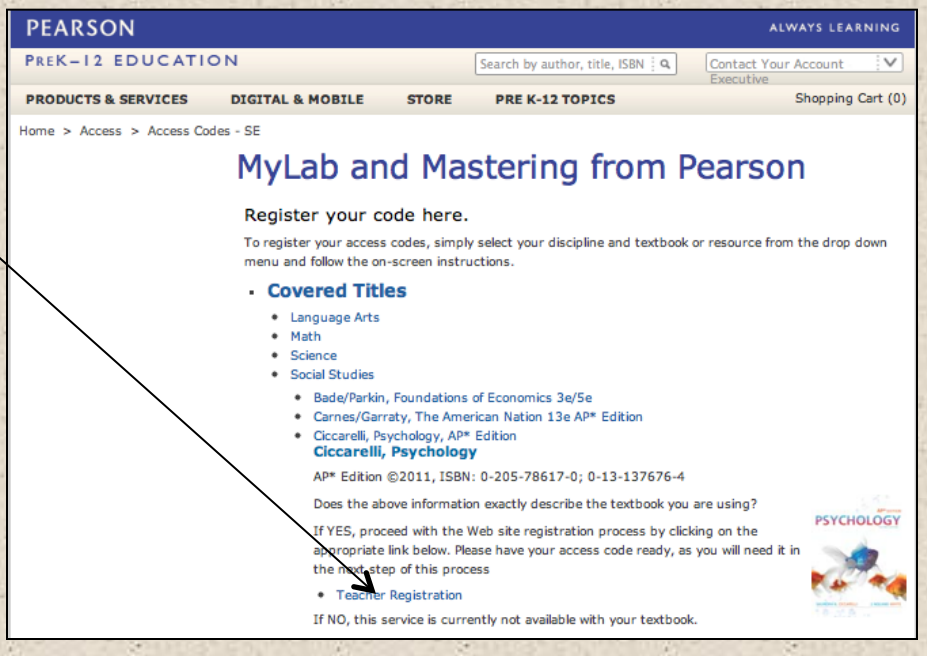
Step 2: Enter the letters "SE" in the box and click the Enter Code button



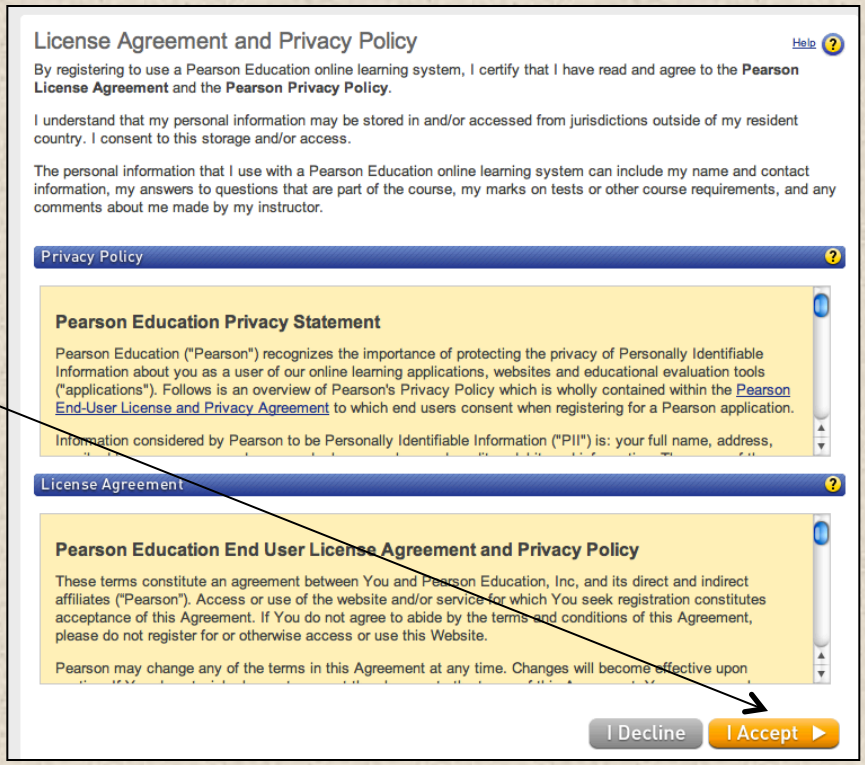
Step 3: Select Covered Titles, select a Discipline and choose your title/program.



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



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



Step 6 : Creating your Pearson Account

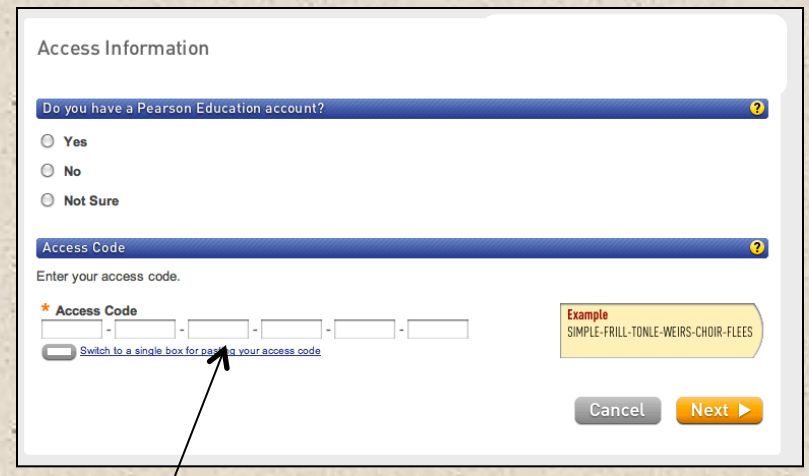
Do you have a Pearson Education Account?

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 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

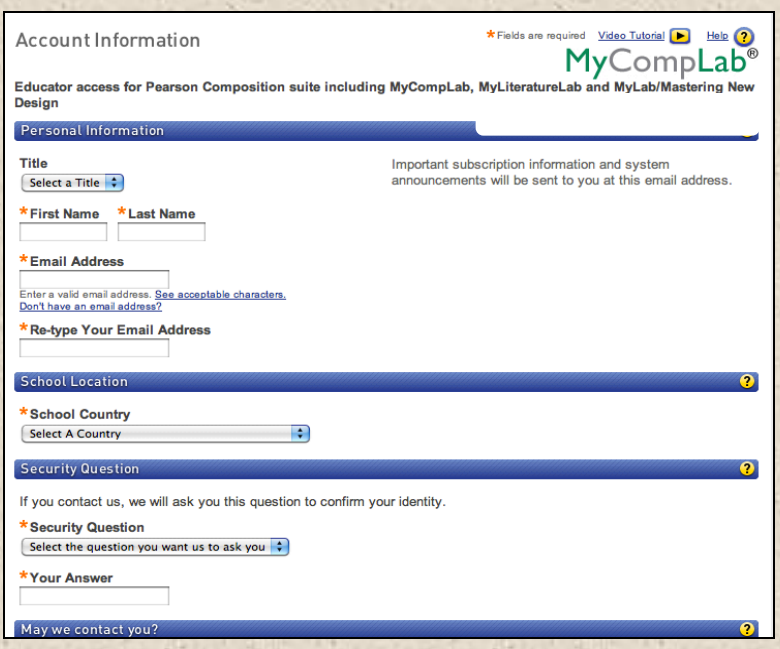
Personal Information

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

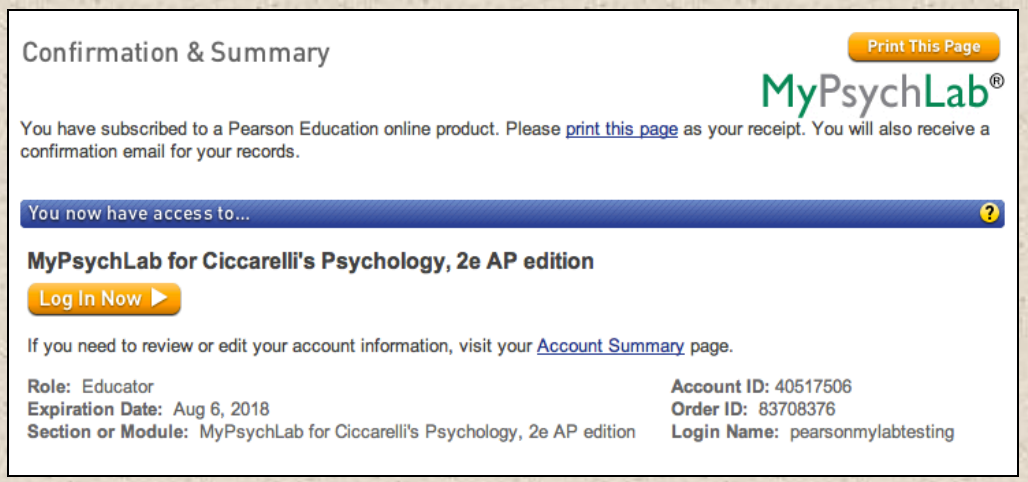


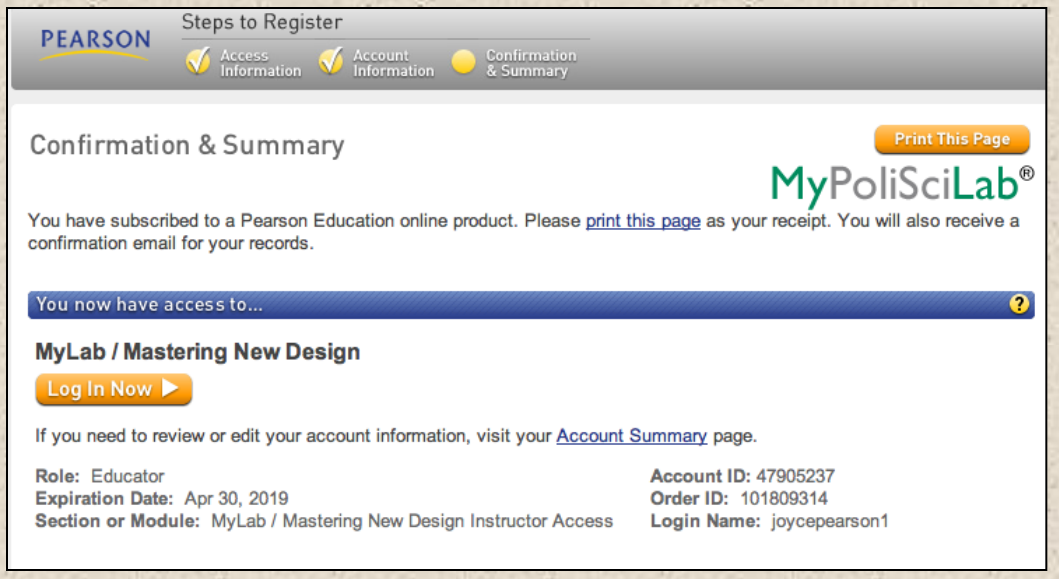
Step 8 :

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.

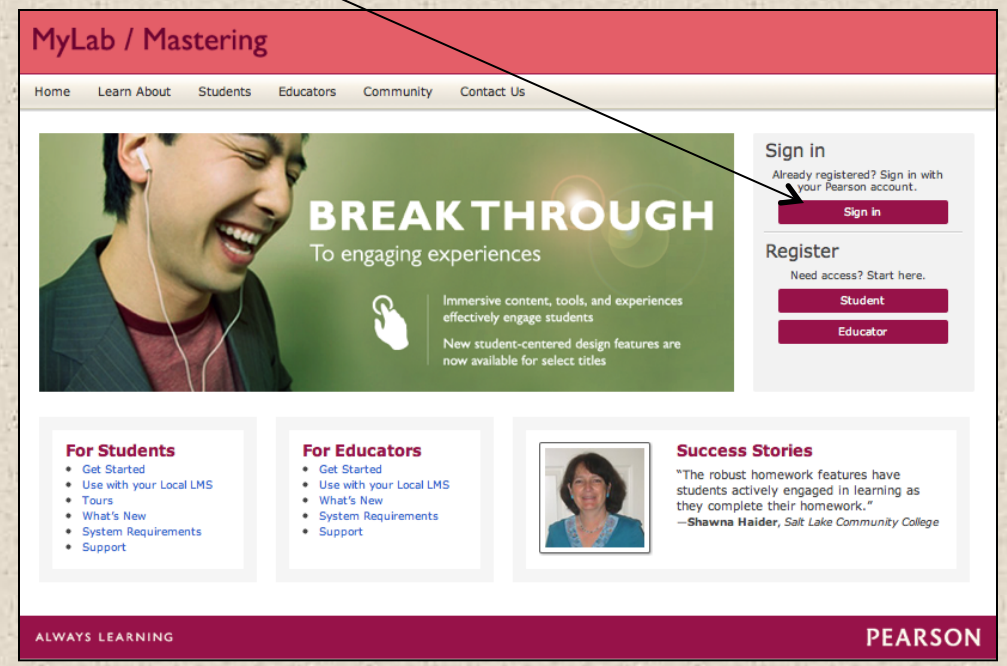




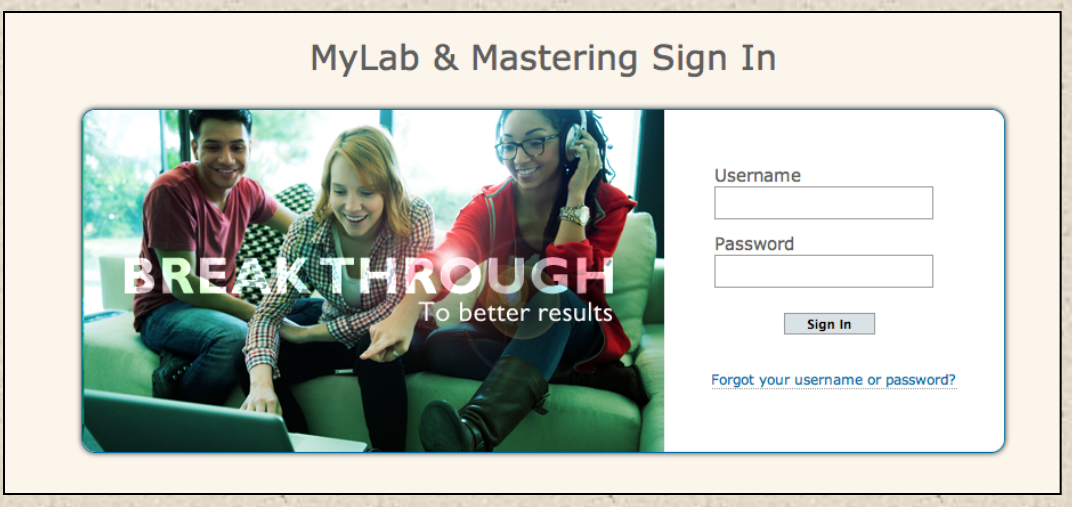
Enter PearsonMyLab.com and create your course.

Enter your Pearson MyLab

Step 1: Go to PearsonMyLabs.com
Step 2: Select Sign In.



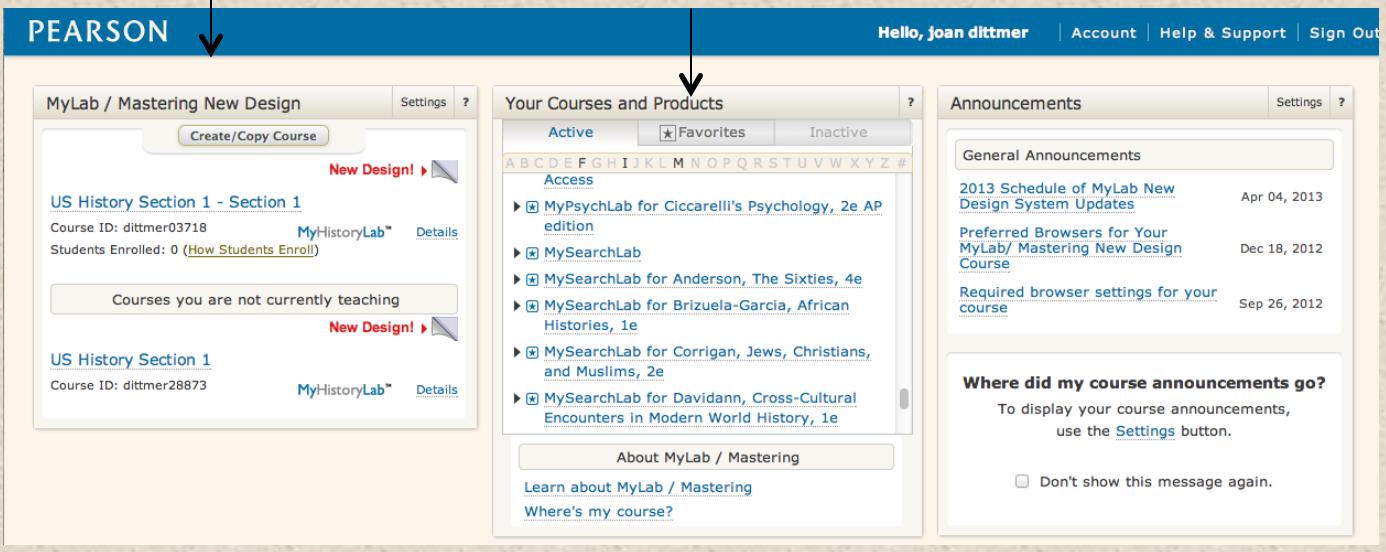
Step 3: Enter your Username and Password.



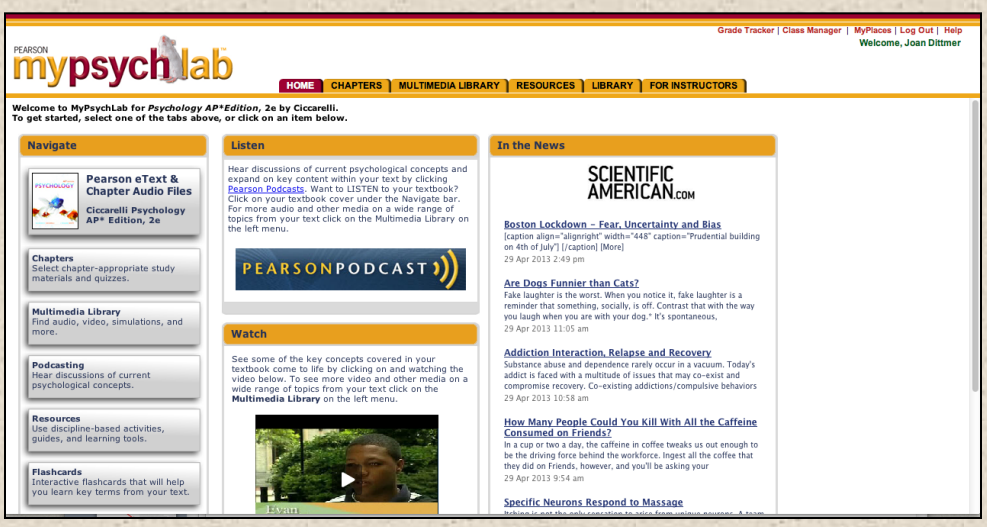
If your textbook program name and MyLab site appears under Your Courses and Products, follow the steps below.
If a Welcome message or Create/Copy Course button appears under MyLab/Mastering New Design, skip to page 9.

MyLab/Mastering New Design

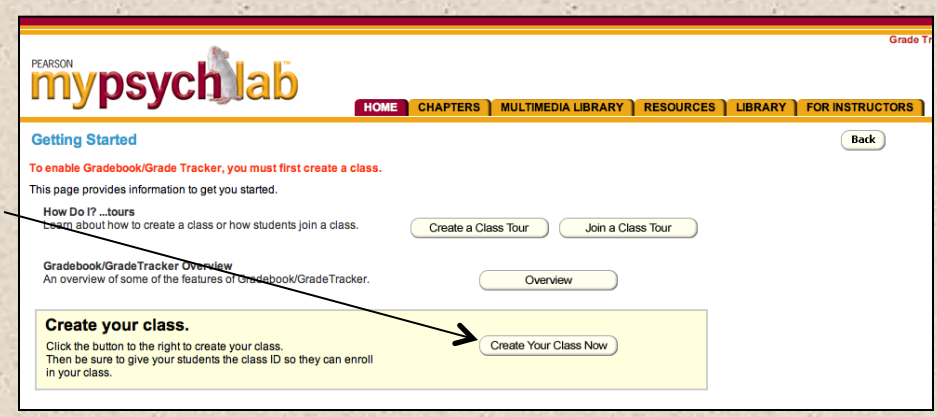
Your Courses and Products



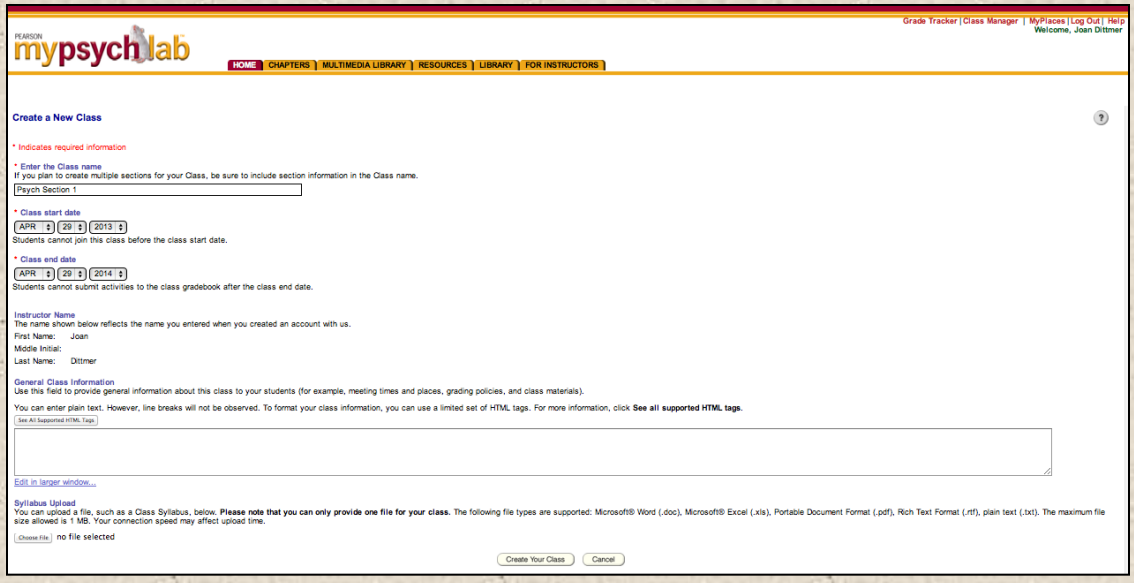
Step 1:
Select Class Manager (top right).



Step 2:
Select Create Your Class Now.



Step 3:
Complete required fields. Then select Create your Course



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

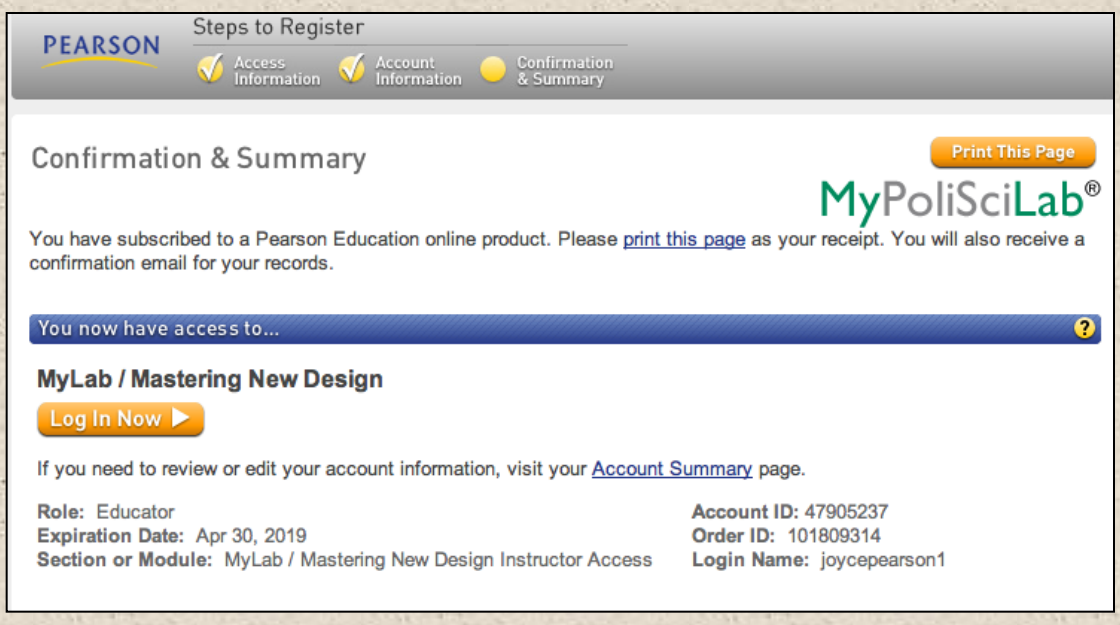
If you teach multiple sections, repeat the steps above to create another course.

This completes the set up instructions for your MyLab program.

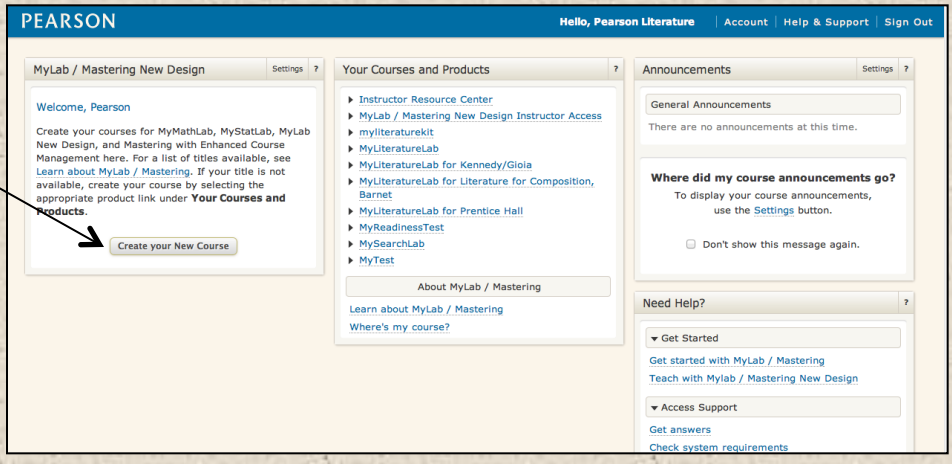
MyLab New Design Course Set Up

(continued from page 7)

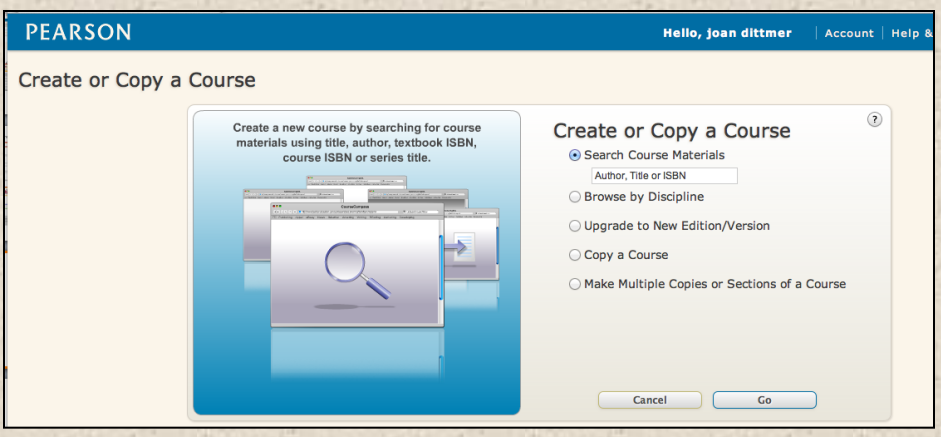
If you selected Log In Now from your confirmation page continue below.



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

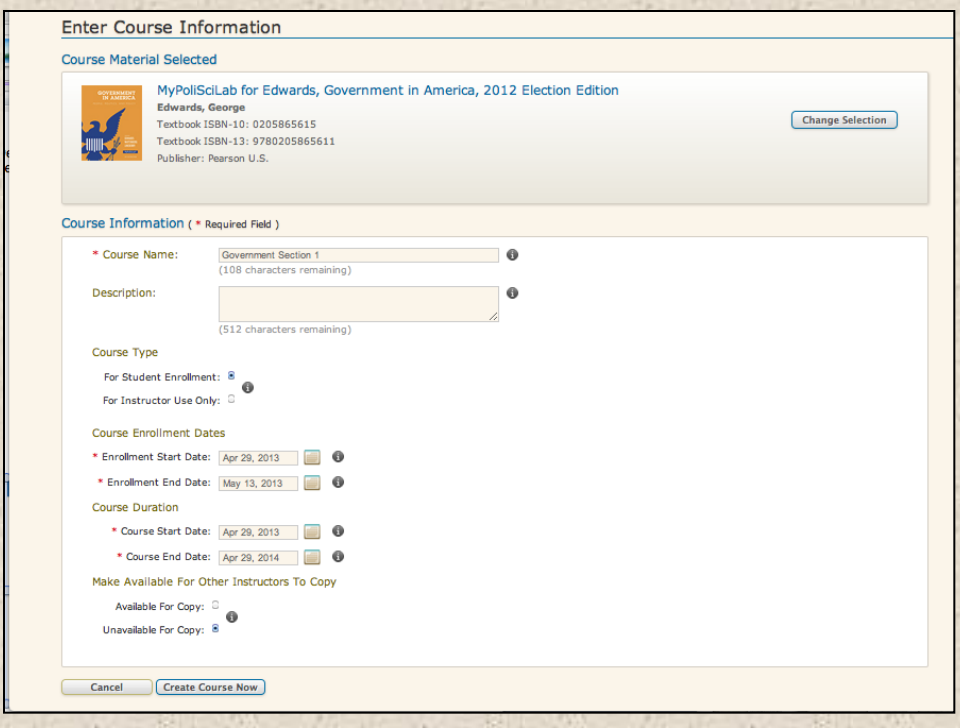


Step 2:
Select Search Course Materials.
Enter the textbook Title or Author
OR
Select Browse by Discipline.
Click the dropdown menu to locate your discipline.



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.**

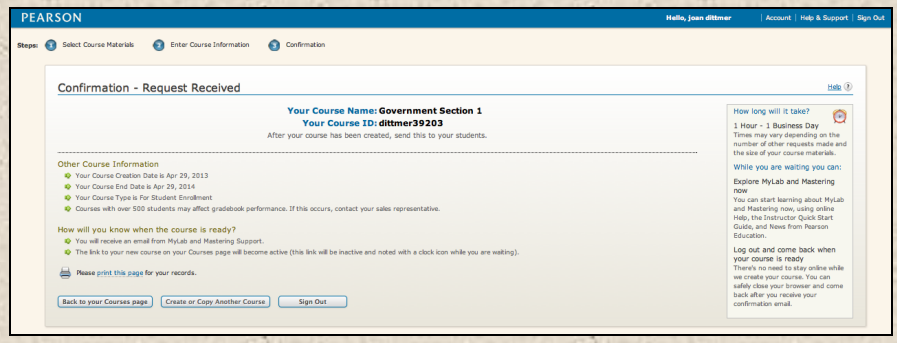
Course Enrollment Dates
Enrollment Start Date – click the calendar icon to select date you want students to start enrolling in your course.
Enrollment End Date – select the date you want to close student enrollment.

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.**

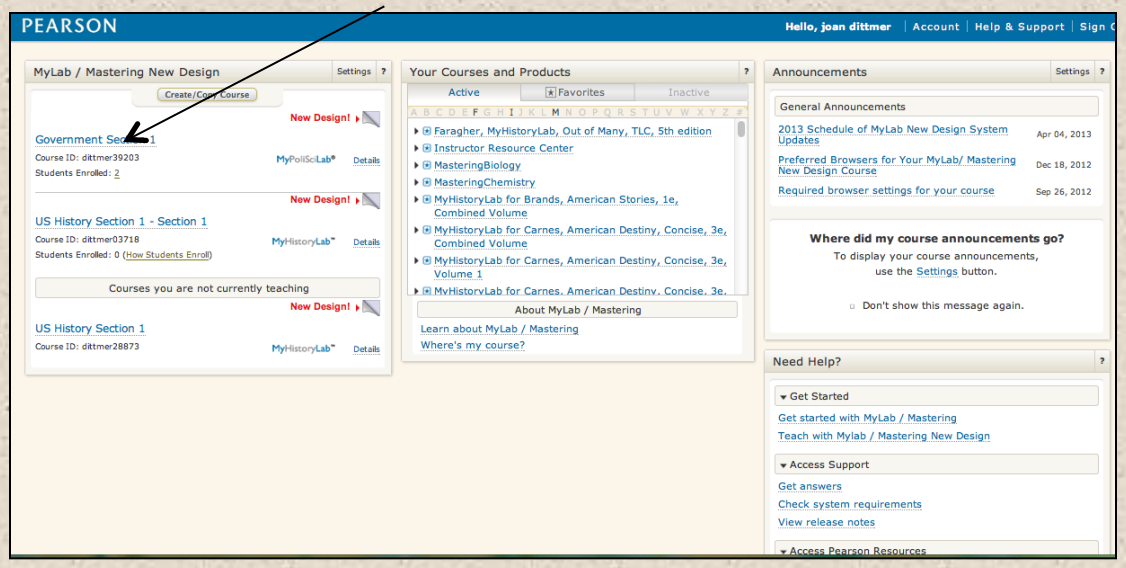
Course Confirmation
Your course will be created within 24 hours. When your course is ready you will receive an email. You may sign out at this point.
NOTE: Students will need your course ID when they register to join your course.



Accessing Your Course

Step 1: Go to PearsonMyLab.com.
Step 2: Select Sign In.

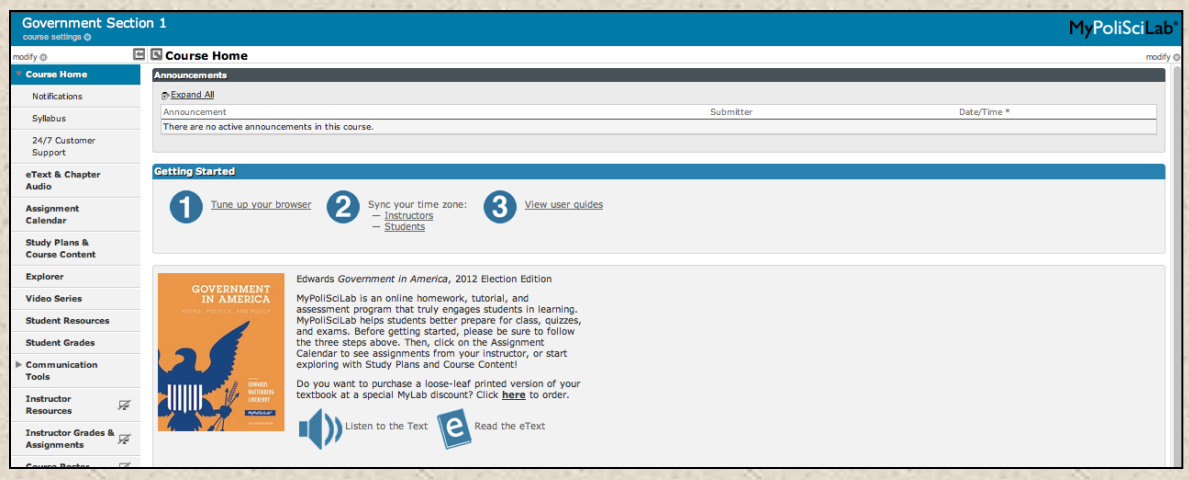
Your course will appear under MyLab/Mastering New Design.
Select your course to continue.



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.



This completes the set up instructions for your MyLab program.