

# CIS 99

## How to Purchase, Register and Navigate Myitlab - Purchase Myitlab online - (Option 2)

### Steps to SetUp Your Computer for Myitlab.

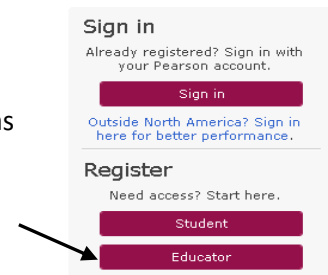
Setting up your computer to run MyITLab can be confusing. I recommend you call MyitLab Technical Support at 1-800-677-6337 to get assistance. The CIS department NOR YOUR INSTRUCTOR can answer technical questions for installing Myitlab on your home computer. Ask Myitlab Technical Support to help you do the following:

1. Run the Home Computer Setup Wizard which can be found at [www.myitlab.com](http://www.myitlab.com)
2. Set up whatever browser you will be using (tell them which one you are using) to Turn Off Block Pop Up Windows.

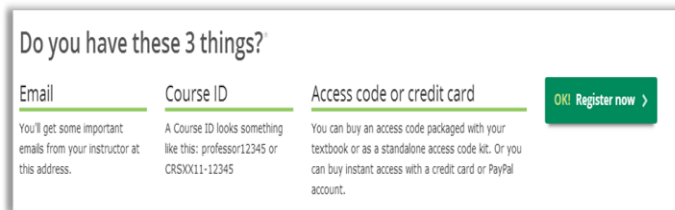
### Steps to Register in Myitlab

*IMPORTANT: You need only register in Myitlab once.*

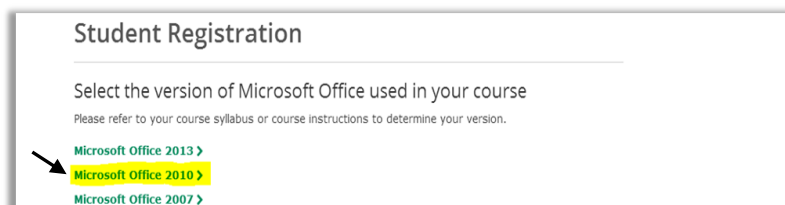
**Step 1:** Start your browser and go to [www.Myitlab.com](http://www.Myitlab.com). Under "Register" as shown at right, click the **Student** button, then read and follow the instructions presented. (picture may look slightly different)



**Step 2:** The following screen will appear: Once you have the following 3 things, click **OK Register Now**. (Note: Your course ID is: **CRSKL6V-4025450**)



**Step 3:** Select **Microsoft Office 2010**



**Step 4:** Click on “No, I need to buy access” then click **Next**.

**Register for MyITLab for Office 2010**

**Do you have an access code?**

An access code may have been included with your textbook or in a Student Access Card/Kit available from your campus bookstore.

Your access code may look like this:  
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

If you do not have an access code, you can buy access with a credit card or PayPal account.

Yes, I have an access code

No, I need to buy access

**Step 5:** Click “GO WITH MICROSOFT OFFICE 2010” then click **Next**.

**Register for MyITLab for Office 2010**

**Select your course**

Computers Are Your Future

Exploring

GO! All in One

GO! with Microsoft Office 2010

Jump Right In

Skills for Success

Technology in Action

Visualizing Technology

Your Office

I am using multiple books in my class

[← Previous](#)

**Step 6:** Select I would like to buy it without the etext. Then select **Next**.

**Register for MyITLab for Office 2010**

**MyITLab offers the option to purchase access to the eText**

**What is the MyITLab eText access?**  
An eText is an online version of your textbook, with search, bookmark, note-taking and highlighting features. After you purchase access to the eText, it can be opened directly within your MyITLab course on the computer, or by downloading the free Pearson eText app for your tablet, to view online or offline. eText access lasts the entire length of your MyITLab course subscription and is provided at a lower price than your printed textbook. (Actual price will be shown after you select "Next" below.)

**What if I want a printed textbook?**  
At any time during your course, you can purchase a printed three-hole punched, full-color version of your textbook (sent directly to your home with no shipping/handling fees), through your MyITLab course, at a discounted price, whether or not you purchase the eText.

OK

I would like to buy it without the eText

[← Previous](#) [Next >](#)

**Step 7:** Click **I Accept** under the license Agreement then you will be asked if you have a Pearson Education account. Click the **“No”** option, and then you can enter your **desired login name** and **password**. Re-type your password. Be sure to write down you login name and password. Then click the **“Next”** button as shown below.

PEARSON Steps to Register

Access Information Account Information Confirmation & Summary

Access Information \*Fields are required [Video Tutorial](#) [Help](#) ?

Do you have a Pearson Education account? ?

Yes

No

\*Create a Login Name Create a login name and password. Choose something that is easy to remember.

It is recommended that you use your email address. It must be at least four characters. [See acceptable characters.](#)

\*Create a Password Your password cannot be the same as your login name.

Create a password. It must be at least 8 characters with at least one letter and one number. [See acceptable characters.](#)

\*Re-type your Password

[Not sure if you have an account?](#)

Cancel Next ▶

**Step 8:** On the **Account Information** page, enter your **first** and **last** name and **email**. You must have a **valid** email address. In the **School Location** section, select your country (Click **“United States”** which is located at the top of the pop up list) and enter your school’s **ZIP code** which is **95014**. Next, select **De Anza College** under the **Select your School** area. Select a **Security Question** and enter **Your answer**. Click **Next**.

PEARSON Steps to Register

Access Information Account Information Confirmation & Summary

Account Information \*Fields are required [Video Tutorial](#) [Help](#) ?

myitlab Student Resources

Personal Information ?

\*First Name \*Last Name Instructors might send course information to your email address. Important subscription and system information will also be sent to you.

\*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 United States

\*School Zip or Postal Code 95014 Enter your ZIP or Postal Code to see a list of schools in your area.

[Need help finding your school's Zip or Postal code?](#)

\*School Name DE ANZA COLLEGE Select the name of your school from the list. If your school is not listed, select "Other" at the bottom of the list.

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? ?

Let me know about other Pearson Education products and services to help me succeed.

**Step 9:** Enter your credit card information to purchase your license. **Note in another step you will need to also purchase the textbook upgrade which costs an additional \$35.**

The screenshot shows the 'Steps to Register' progress bar with 'Payment Information' selected. Below is a table for 'Payment Information' with one item: 'myitlab for GOI with Microsoft Office 2010 (no eText)' for \$85.00 USD. A 'Coupon Code' field and an 'Update' button are present. A summary row shows 'Appropriate sales tax will be applied' and a 'Merchandise Subtotal' of \$85.00 USD. Below this is the 'Enter Payment Information' section with radio buttons for 'Pay by Credit Card' (selected) and 'Pay with PayPal'. The credit card section includes fields for 'Cardholder's Name', 'Credit Card Number', and 'Expiration Date' (01-January 2013). A 'Billing Address' field is at the bottom.

**Step 10:** A **Confirmation and Summary** page displays (similar to what is shown below) indicating your registration is successful! This information will also be emailed to you. Click on the **“Print This Page”** button which shows your one-year expiration date for this product. **IMPORTANT:** When you log in and enter your course, you will be able to purchase the **REQUIRED Print Upgrade Option**.

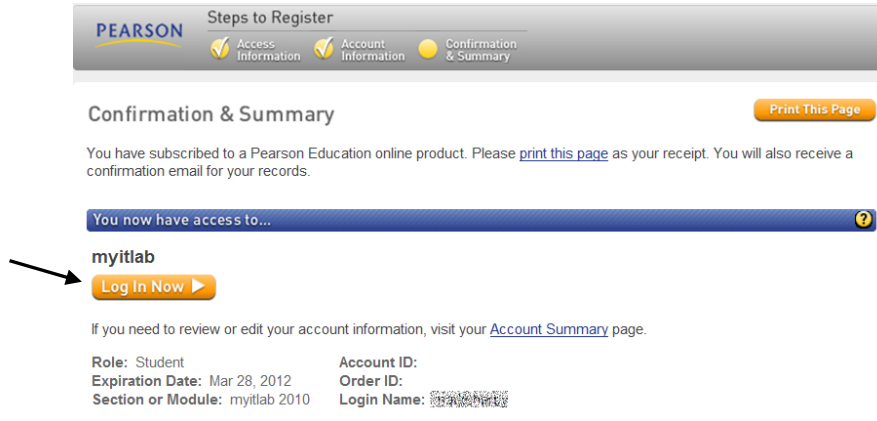
The screenshot shows the 'Confirmation & Summary' page. A blue arrow points to the 'Confirmation & Summary' header. A 'Print This Page' button is in the top right. The main text states: 'You have subscribed to a Pearson Education online product. Please [print this page](#) as your receipt. You will also receive a confirmation email for your records.' Below is a blue bar with 'You now have access to...' and a question mark icon. Underneath, 'myitlab' is displayed with a 'Log In Now' button. A note says: 'If you need to review or edit your account information, visit your [Account Summary](#) page.' Account details are listed: Role: Student, Account ID: [redacted], Expiration Date: Mar 28, 2012, Order ID: [redacted], Section or Module: myitlab 2010, Login Name: [redacted]. At the bottom is another blue bar with 'You also have access to...' and a question mark icon, followed by the text 'Pearson Education's Research Navigator'.

**Go on to the next page**

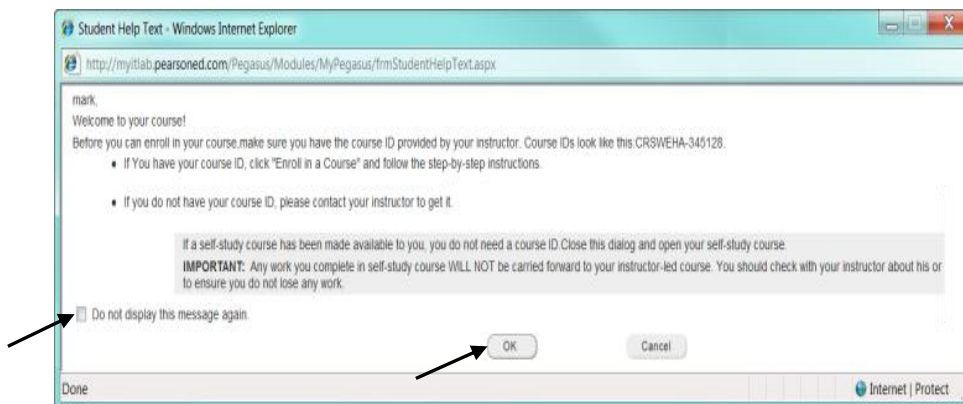
## Login & Enroll in Your Myitlab Course

Now that you have successfully registered for Myitlab, you must now **login** and **enroll** in Myitlab for your course by completing the following steps.

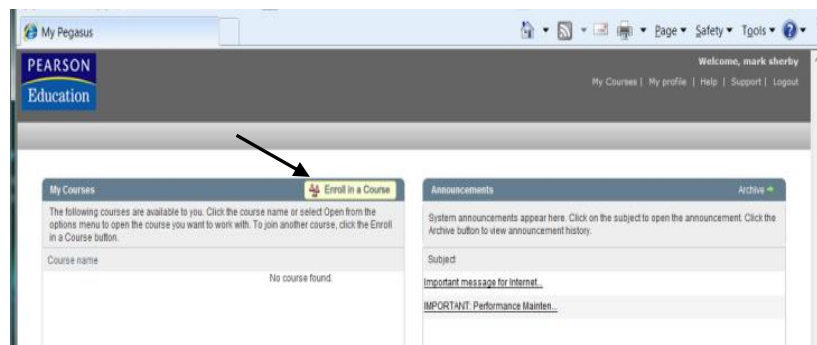
**Step 1:** Click **Log in Now** to log into Myitlab as shown below.



**Step 2:** If presented with the dialog box similar to below, click the “**Do not display this message again**” check box, then click **OK**.



**Step 3:** On the **My Courses** page (similar to what is shown below), click **Enroll in a Course**.

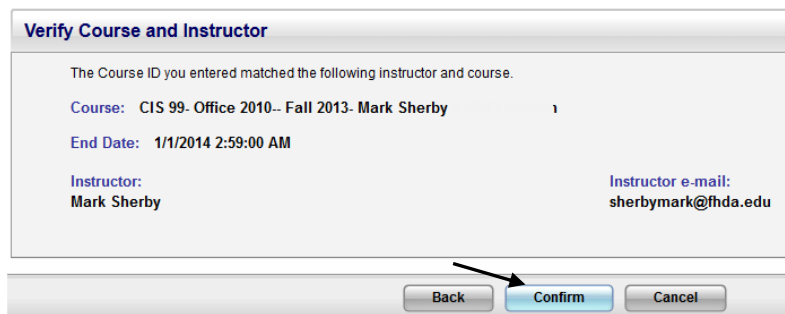


**Step 4:** Enter this Course ID exactly as shown: **CRSKL6V-4025450** Then click **Submit** as shown at below (Use the above code—**NOT THE ONE IN THE PICTURE BELOW**)



A screenshot of a web form for entering a Course ID. The form has a light gray background and a white input field. The text "Course ID\*" is in blue, with an asterisk indicating it is required. The input field contains the text "CRSKLFI-4020522". Below the input field, there is a note: "A Sample Course ID looks like: CRSWE90-10000000378". At the bottom of the form, there are two buttons: "Submit" (highlighted in light blue) and "Cancel" (grayed out). An arrow points to the "Submit" button. In the top right corner, there is a small red asterisk and the word "Required".

**Step 5:** Click **Confirm**, and then click **Enter Course Now**. Your instructor is **Linda West**—not Mark Sherby.



A screenshot of a "Verify Course and Instructor" page. The page has a white background with a gray border. The title "Verify Course and Instructor" is in blue. Below the title, there is a message: "The Course ID you entered matched the following instructor and course." The course information is displayed in blue text: "Course: CIS 99- Office 2010-- Fall 2013- Mark Sherby", "End Date: 1/1/2014 2:59:00 AM", and "Instructor: Mark Sherby". The instructor's email address is "sherbymark@fhda.edu". At the bottom of the page, there are three buttons: "Back" (grayed out), "Confirm" (highlighted in light blue), and "Cancel" (grayed out). An arrow points to the "Confirm" button.

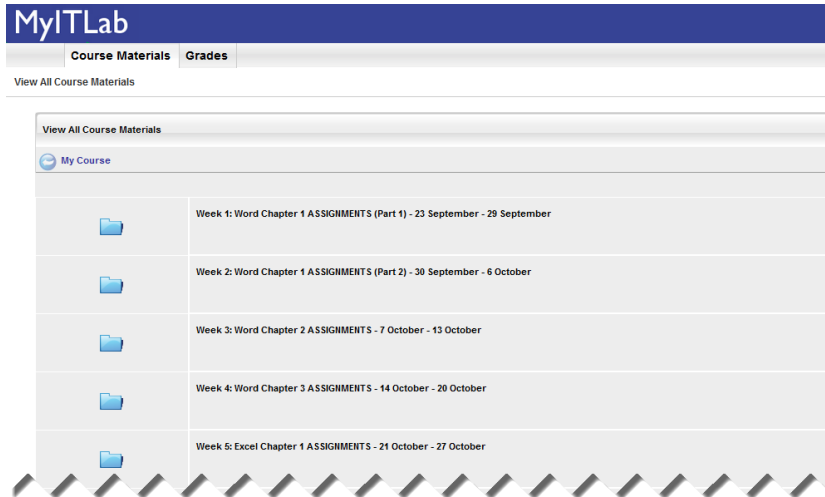
**Step 6:** You have now logged in and you will be presented with **My Courses** page. **Click on the course** you have enrolled similar to what is shown below: **Your course is Linda West's course.**



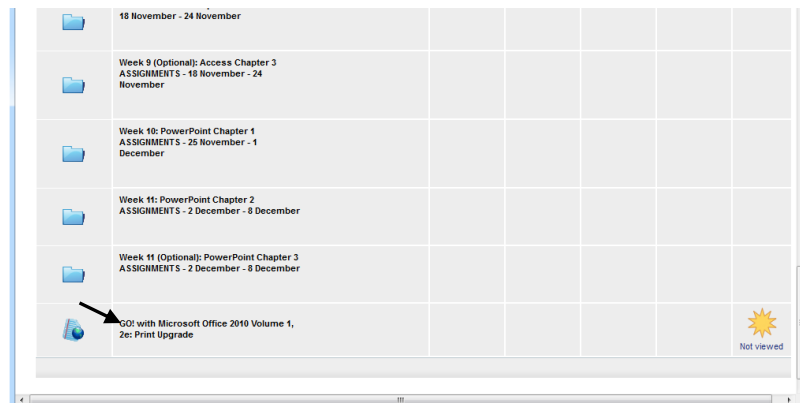
A screenshot of the MyITLab user interface. The top navigation bar is dark blue with the "PEARSON" logo on the left and "Welcome mark sherby | My Profile | Feedback | Help | Support | Sign out" on the right. Below the navigation bar, there are two main sections. The left section is titled "My Courses and Testbanks" and contains a list of courses. The first course is "CIS 99- Office 2010-- Fall 2013- Mark Sherby" with the ID "CRSKLFI-4020522". The right section is titled "Announcements" and contains the text "No announcements found." with a "View All" button at the bottom.

**Step 7: The Course Content page should appear similar to what is shown below.**

**Skip this if you have already Run the Set up Wizard to run MyITLab:** If you are using Myitlab on your home computer, AND HAVE **NOT** ALREADY RUN THE SET UP WIZARD, you will need to click on the “First Time Users” folder shown below to use the setup wizard to install the software to run Myitlab. If you need **technical help** with this step, Myitlab technical support is available at 247pearsoned.custhelp.com or you can call 1-800-677-6337 for technical assistance. The CIS department **NOR YOUR INSTRUCTOR** can answer technical questions for installing Myitlab on your home computer. (Since the CIS computers already have the Myitlab software installed, you will not use the Setup Wizard on those computers.)



**Step 8: Scroll down to the bottom of the Myitlab page and click “Go! With Microsoft Office 2010 Volume 1, 2e: Print Upgrade” as shown below.**



**Step 9:** Follow the prompts to purchase the print copy of your textbook. This text is required to complete the course assignments.



## Complete Your First Assignment (Navigate through your course)

**Step 1:** Please note that you will be presented with a number of folders which contain the assignments that you will complete in this course as shown below. **If you don't see all the assignment folders, use the scroll bar as shown below-to view the remaining assignment folders.** Notice that you will complete 12 WEEKLY ASSIGNMENTS in this course.

**Step 2:** Click on the Week 1 folder to begin your first assignment as shown below.

	Status
Week 1: Word Chapter 1 ASSIGNMENTS (Part 1) - AVOID BEING DROPPED by completing these assignments by Tuesday of second week of school Click on this folder to complete chapter Assignments. Complete all assignments in order presented.	
Week 2: Word Chapter 1 ASSIGNMENTS (Part 2) Click on this folder to complete chapter Assignments. Complete all assignments in order presented.	
Week 3: Word Chapter 2 ASSIGNMENTS Click on this folder to complete chapter Assignments. Complete all assignments in order presented.	
Week 4: Word Chapter 3 ASSIGNMENTS Click on this folder to complete chapter Assignments. Complete all assignments in order presented.	
Week 5: Excel Chapter 1 ASSIGNMENTS Click on this folder to complete your chapter Assignments. Complete all assignments in the order pre...	



**Step 3:** After clicking one of the folders above, you will be presented with all assignments that are due in a particular week. Week 1 assignments should be similar to what is shown below. The instructions under each assignment will explain what you need to do.

Please note: You won't need to print your assignments after you have completed them. I can see your assignment results in my Gradebook.

The screenshot shows the MyITLab interface. At the top, there are tabs for 'Course Materials' and 'Grades'. Below this, there's a section for 'View All Course Materials'. A callout box points to the 'My Course >>' link, stating 'Shows the folder that you are currently working'. Below that, a red note says 'Click and complete all the Assignments below in the order presented'. A table lists assignments with columns for instructions and status. A callout box points to the first assignment icon, stating 'Read the instructions then click on your assignment icon to begin'. Another callout box points to the scroll bar on the right, stating 'Use this scroll bar to view all weekly assignments'. The table contains the following information:

	Status
FIRST TIME USERS: If you are working off-campus and have not already run the installation wizard (Home Computer Setup) or need Technical Support, click here. If you are completing the course on campus, you do NOT need to complete this step.	
If you have a non-technical question, click here to use the Discussion Board to post questions than can be answered by your fellow classmates. Due: Due on 6/7/2013 at 11:59:00 PM	Started
WK 1: Assignment 1: Ch 1 -- OFFICE Common Features --TRAINING Due: Due on 6/7/2013 at 11:59:00 PM	Not started
PRINT THIS ADDITIONAL HELP PAGE AND USE IT WHILE DOING ASSIGNMENT 2 BELOW (Word, Chapter 1) Use these additional instructions as you perform the steps in MyITLab Training Simulation.	

**Step 4:** Read the text box on your screen similar to what is shown below and then click on the **Start** button (as shown below) which will open a simulation of your software program. The simulation can take a **few minutes** to open depending on your computer's speed. **Please be patient.** You will need to plug in your headset now to hear voice prompts if you are working in the CIS LAB/CLASSROOM.

**Technical Problems:** If the assignment doesn't open, you may have forgotten to do the Home Computer Setup or you might need to Allow Pop Ups on your computer (might be a message at top of your screen about Pop Ups). Remember, if you have technical problems running the simulation at home, you can obtain Myitlab technical support by clicking on this [link](http://link.247pearsoned.custhelp.com) 247pearsoned.custhelp.com or calling 1-800-677-6337 for technical assistance.

The screenshot shows a 'Training [Skill-Based] - Mozilla Firefox' window. A callout box points to the text area, stating 'Read Training instructions'. The text in the window reads: 'You can use your textbook as a reference BUT DO NOT PERFORM THE TEXTBOOK STEPS since you will be completing the steps in this Training Simulation. You will have an unlimited number of attempts to complete this assignment. However, on one of your attempts, you must achieve an 85% score without using the Hint or Show Me buttons. This Training Simulation Assignment will prepare you to pass your Exam. You must achieve a minimum score of 85%; however, you should repeat this training until you can complete it without using the Hint or Show Me buttons. This training is not timed. You will have unlimited attempts to correctly answer each question. If you have problems, refer to the Activity # in the bottom left-hand corner of the screen above the directions. The step-by-step directions for that activity # can be found in your textbook. (For location of Activity #, see picture in your Student Handbook under "Complete Your First Assignment" section.)' At the bottom of the window, there are 'Start' and 'Close' buttons. An arrow points to the 'Start' button.

**Step 5:** The simulation program that opens and takes over your entire computer monitor will look similar to what is shown below. Study the graphic below and read the notes carefully to understand how to use this simulation program.

To review a concept, you can jump directly to an activity

**Start here:** Tells you what **actions you will need to perform.**

If you need help, click **Hint** for each individual step required to complete the task. Click **Show me** to see all the steps required to complete the task.

Click **Save for later** to stop the simulation and **continue later**. Click **Submit** when you are **completely finished** with the assignment.








Use this Activity Number to find the corresponding steps in your textbook.

*Important Notes:*

\_\_\_\_\_ To begin Myitlab Training assignments, you will read and perform the instructions at the bottom left of each screen simulation page that is presented. If you are not sure what to do, click the **Hint button** as described above. You will be guided with a red box and instructions explaining what to do next (as described in the text boxes above).

\_\_\_\_ Once you have completed Assignment 1: Ch 1 – OFFICE Common Features go on to the next assignment. (Note: You may need to complete the “first time users” steps shown below if you are working off-campus)

Complete all the Week 1 assignments in order presented.

		Status
	<b>FIRST TIME USERS: If you are working off-campus and have not already run the installation wizard (Home Computer Setup) or need Technical Support, click here.</b> If you are completing the course on campus, you do NOT need to complete this step.	
	<b>WK 1: Assignment 1: Ch 1 -- OFFICE Common Features --TRAINING</b> Due: Due on 6/7/2013 at 11:59:00 PM	 Not started
	<b>PRINT THIS ADDITIONAL HELP PAGE AND USE IT WHILE DOING ASSIGNMENT 2 BELOW (Word, Chapter 1)</b> Use these additional instructions as you perform the steps in Myitlab Training Simulation. Due: Due on 6/7/2013 at 11:59:00 PM	 Viewed
	<b>WK 1: Word Assignment 2: Ch 1 -- Project 1A -- TRAINING</b> After completing this assignment, start your week 2 assignments by clicking the Due: Due on 6/7/2013 at 11:59:00 PM	 Not started

\_\_\_\_ For each Weekly Assignment Folder in your course, you will follow the same pattern of instructions presented in these getting started instructions.