

**THE FOLLOWING STEPS -- PREPARING YOUR COMPUTER FOR MYITLAB USE, REGISTERING, AND ENROLLING IN THIS CLASS, ARE ONLY COMPLETED WHEN YOU ARE FIRST SETTING UP MYITLAB. THESE DO NOT NEED TO BE DONE EVERY TIME YOU BEGIN MYITLAB.**



**PRIOR TO THIS INSTALLATION:** Have your instructor course code ready. It is located **above** to the Start Here Icon on the home page of the course. Close all browsers and related Windows as well as any other open browser tabs in Internet Explorer. Only the main Internet Explorer browser tab should be open.

**Recommended:** Remove all Bing, Ask, Yahoo, Google, etc. added on tools bars when using MyItLab.

A **MAC** computer **cannot** be used with MyItLab. **Follow these instructions exactly as shown.** After you complete this registration and installation: Always use the icon installed on your desktop to launch MyItLab.

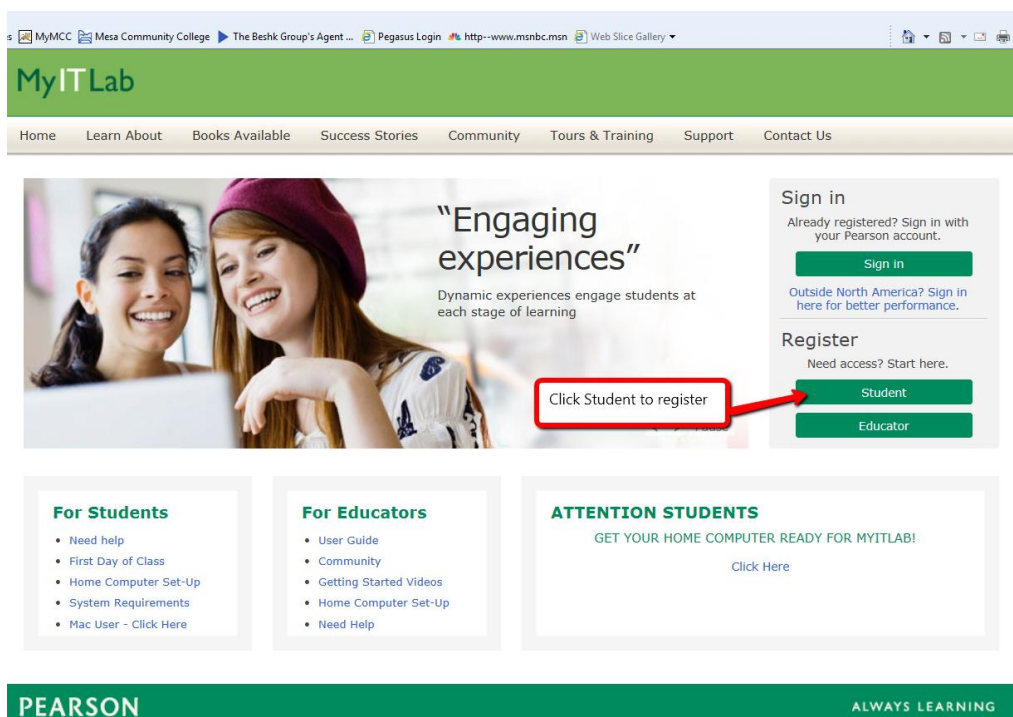
### **PART 1: Preparing your computer for MYITLAB (USE INTERNET EXPLORER ONLY)**

Before you can use MyItLab, your computer hardware needs to be verified for optimal use of MyItLab. The One-Step Installer & Launch Tool will install all the necessary MyItLab files on your home machine, and make all important setting adjustments for you. It is a critical tool for your success in using the program throughout the academic term, as it is designed to make your experience with the product more simplistic. Additionally, it will place an icon on your desktop that you will use for easy access to the MyItLab login page for the remainder of the term.

To Start the install: Click on  [One-Step Installer & Launch Tool.](#)

### **PART 2 – REGISTERING FOR MYITLAB – USE INTERNET EXPLORER ONLY**

Click [MYITLAB REGISTRATION](#) or type [www.myitlab.com](http://www.myitlab.com) in the address bar of your browser to register for a MyItLab account. The following screen appears:



Click on **Student** to register.

1. Select YES (the Access Code is located in the Student Access kit you purchased with your book)

Home Learn About Books Available Success Stories Community Tours & Training Support Contact Us

## Register for MyITLab

**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 a Student Access Card with a credit card or PayPal account.

☐ Yes, I have an access code

☐ No, I need to buy access

You must have an access code to proceed

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If you do not have a Student Access Kit, you can purchase access online with a major credit card by selecting the No option. Accept the licensing agreement.

application.

Information considered by Pearson to be Personally Identifiable Information ("PII") is: your full name, address, email address, username and password, phone number, and credit or debit card information. The name of the school you attend or your workplace, date of birth, personal interests, and grade information is also considered

License Agreement ?

### Pearson End-User License and Privacy Agreement

Please print and keep a copy of this End-User License and Privacy Agreement ("Agreement"). Use of this Website constitutes acceptance of this Agreement. If you do not agree to abide by the terms and conditions of this Agreement, please do not register for this Website.

Pearson may change any of the terms in this Agreement at any time. Changes will become effective upon posting. If you do not choose to accept the changes to the terms of this Agreement, you may cancel your

Click Accept I Decline I Accept ►

You are prompted with "Do you have a Pearson account". Once you select **NO**, the following screen appears. Create your **login name** and **password**. Type the **Access Code** you received in your kit with the book and click **Next**.

Do you have a Pearson Education account?



☐ Yes

☒ No

**\* Create a Login Name**

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

Create a login name and password. Choose something that is easy to remember.

**\* Create a Password**

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

Your password cannot be the same as your login name.

**\* Re-type your Password**

☐ Not Sure

Access Code



Enter your access code.

**\* Access Code**

 -  -  -  -  - 

**Example**

SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

Cancel

Next ►

The account information page appears. Enter the requested information. Under school location, select your country. Once you select the country (United States), a zip code box appears. Type 85202. From the list of schools select Mesa Community College. Complete the remaining information. Then click NEXT.

**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**

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?** ?

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

[Back](#) [Cancel](#) [Next](#)

You are now registered in MyItLab. A confirmation screen appears:

**PEARSON** Steps to Register

[Access Information](#) [Account Information](#) [Confirmation & Summary](#)

**Confirmation & Summary** [Print This Page](#)

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...** ?

**myitlab**

[Log In Now](#)

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

<b>Role:</b> Student	<b>Account ID:</b> 32692782
<b>Expiration Date:</b> Aug 11, 2012	<b>Order ID:</b> 64859035
<b>Section or Module:</b> myitlab 2010	<b>Login Name:</b> held_student

**MySearchLab**

[Log In Now](#)

**Role:** Student  
**Expiration Date:** Aug 11, 2012  
**Section or Module:** MySearchLab

**About Your Transaction** ?

If you have any problems logging into or using this site, please contact [Customer Technical Support](#). If you need to review or edit your account information, visit your [Account Summary](#) page.

**Transaction Date:** Thu Aug 11 17:41:53 EDT 2011  
**Order ID:** 64859035  
**Email Address:** c.held@cox.net

### PART 3: Enrolling in a course-

Log into MyItLab. The following screen appears:

The screenshot shows the MyItLab user interface. At the top, there is a Pearson Education logo and a welcome message for 'Krishna Student' with links for Help, Support, and Logout. On the right side, there is a vertical navigation menu with buttons for 'Registering & Enrolling', 'Getting Started', and 'Accessing Course & Activities'. The main content area is divided into two sections: 'My Courses' and 'Announcements'. The 'My Courses' section has a sub-header 'Enroll in a Course' and a list of available courses. One course is highlighted: 'myitlab for Office 2007 - Grader 1' with Course ID: CRSABZM-612447. The 'Announcements' section has a sub-header 'Archive' and a table of announcements. Two blue callout boxes with arrows provide instructions: 1) 'Select Enroll in a Course. You will be prompted for the COURSE ID. Type it in the prompt area.' pointing to the 'Enroll in a Course' button. 2) 'Once enrolled, it will show in the My Course list. Click on the Course to access your content for activities.' pointing to the highlighted course entry.

Follow the steps listed on your screen. **For this class, your INSTRUCTOR PROVIDED COURSE ID is located on the course content home page of your Canvas course.**

*If at any time you are prompted to verify the user, untrusted site, etc. select yes to continue. Pearson is a trusted site.*



**STOP: Please read these important MyItLab tips prior to using MyItLab for the eBook and/or assignments.**

Close all browsers and related Windows as well as any other open browser tabs in Internet Explorer. Only the main Internet Explorer browser tab should be open

MyItLab should only be run in Internet Explorer. Use of alternative browsers will cause the system to hang and/or crash.

**YOU MUST OPEN MYITLAB WITH THE DESKTOP ICON THAT IS INSTALLED AFTER THE SETUP TO ELIMINATE ISSUES WHEN USING MYITLAB.**