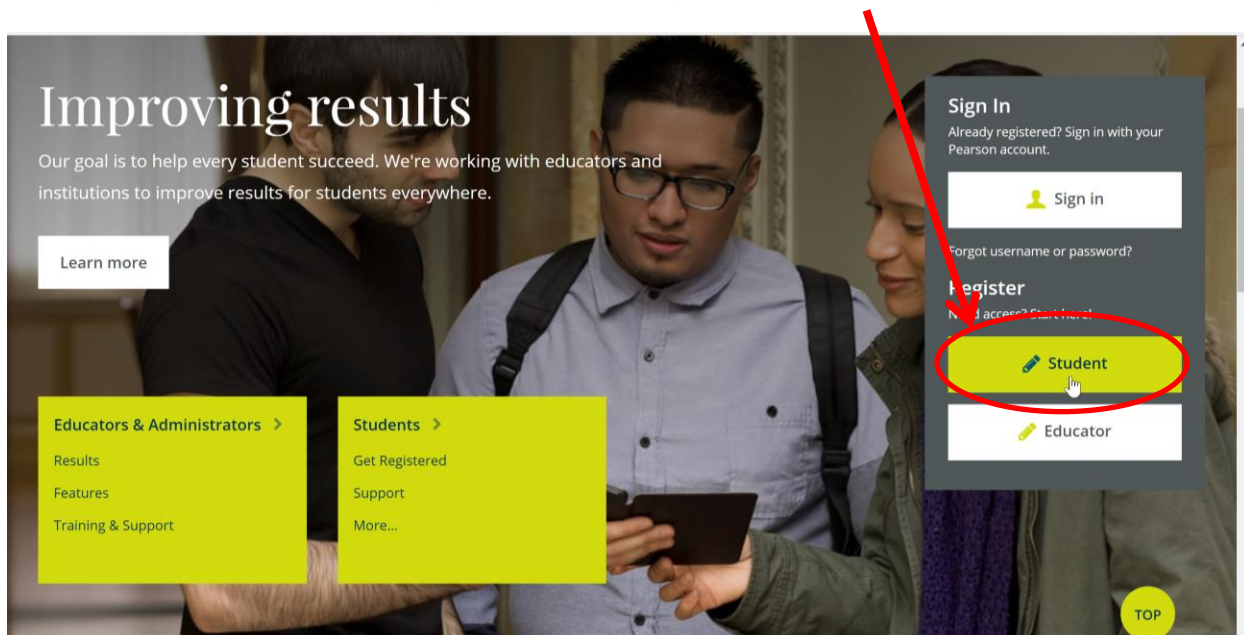


Learning Microsoft Office 2016 eCourse

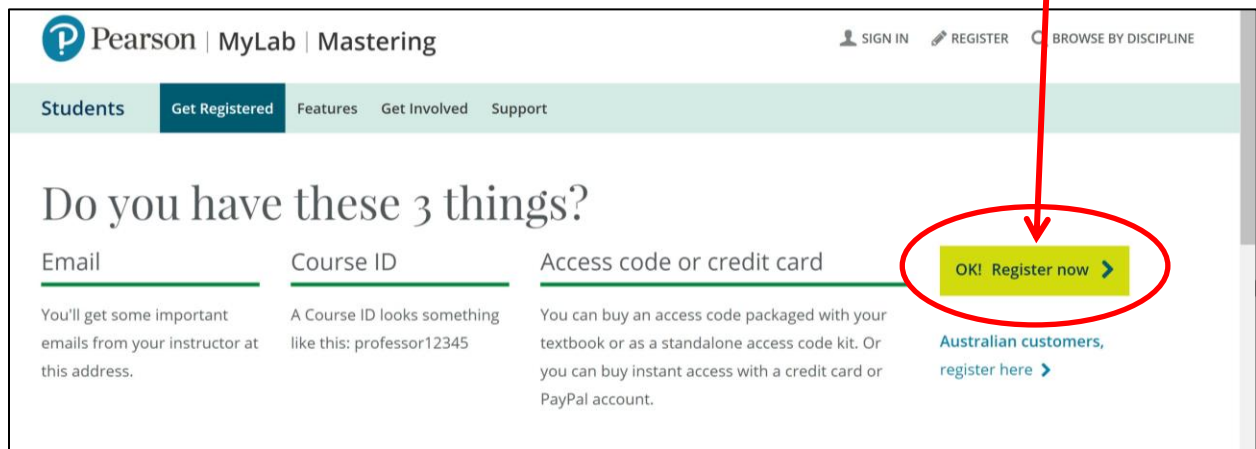
Student's Guide for Registering and Enrolling in a Course

Registering an Access Code

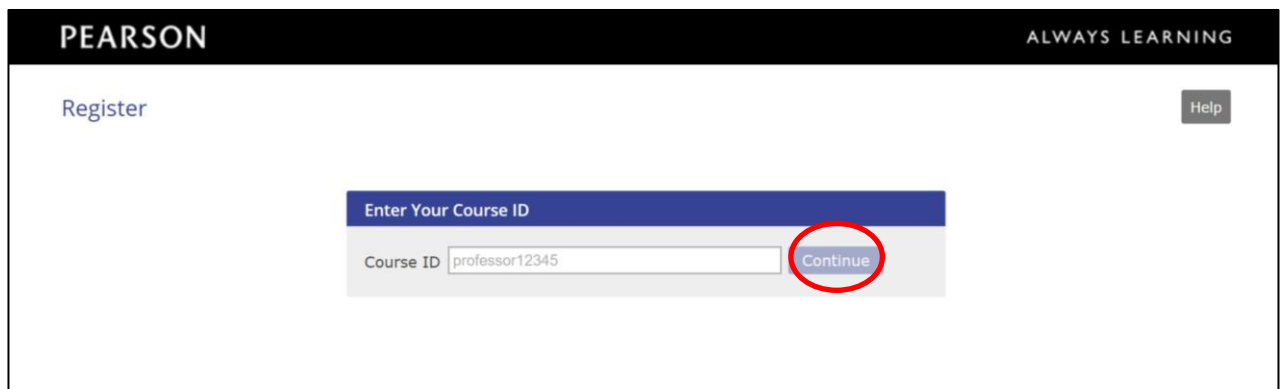
1. Start your browser and go to <https://www.pearsonmylab.com>.
2. Click **Student** on the right side of the page.



3. You will need three things to register for the course: An email address, the course ID, and the course access code. Your teacher will give you the course ID and the access code. When you have all three ready, click **OK! Register now**.



4. Enter the **course ID** provided by your teacher and click **Continue**. This code is usually your teacher's last name followed by five numbers.



5. If you have a Pearson account, enter your **Username** and **Password** and click **Sign In**. For example, if you enrolled in a MyLabs course last year, or last semester, you can use the same account. Skip ahead to step 6.

PEARSON

Register

Sign In with Your Pearson Account

Your account gives you access to your Pearson online courses and products.

Username TonyaP@gmail.com

Password

Sign In

[Forgot your username or password?](#)

- 5a. If you do not have a Pearson account, click **Create**.

Create a Pearson Account

If you don't already have an account, create one

Create

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

5b. Fill in all the information to complete the Create an Account form, including your email address, username, password, and security question.

Create an Account

Your account gives you access to Pearson products. [Sign in](#) if you already have an account.

Email Address

Username

Password

Re-enter Password

First Name

Last Name

Security Question

Security Answer

5c. Read the Pearson Education End-User License Agreement and Privacy Policy, click the select the **I accept the license agreement** check box, and then click **Create Account**.

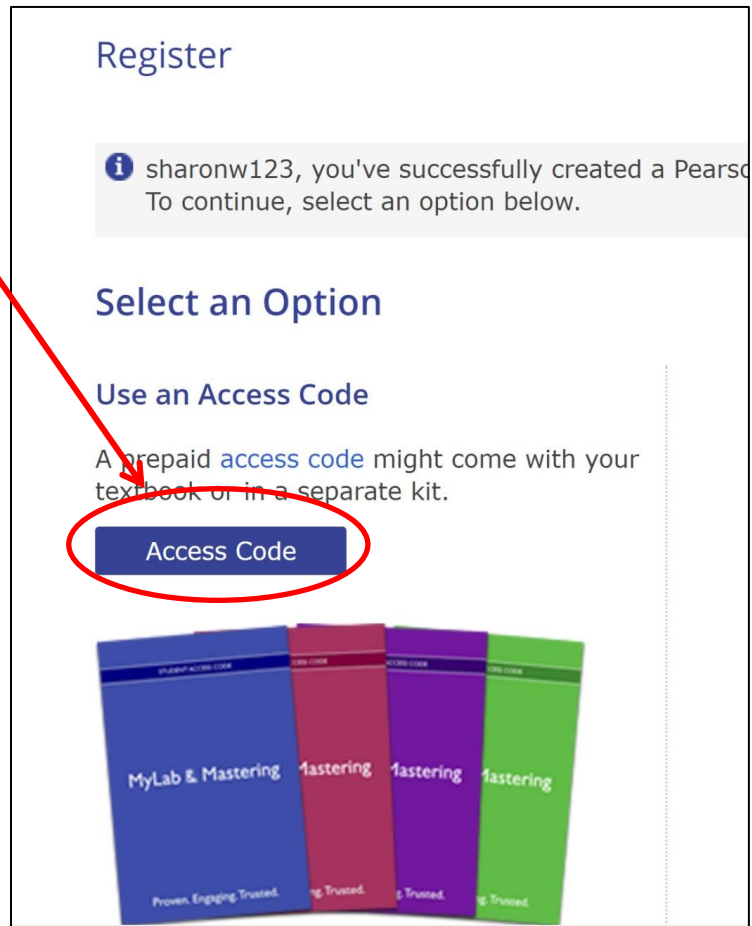
Pearson Education End User License Agreement and Privacy Policy

These terms constitute an agreement between You and Pearson Education, Inc, and its direct and indirect affiliates ("Pearson"). Access or use of the website and/or service for which You seek registration 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 or otherwise access or use this Website.

I accept the [license agreement](#)

I want to help improve Pearson products and learn about new offers

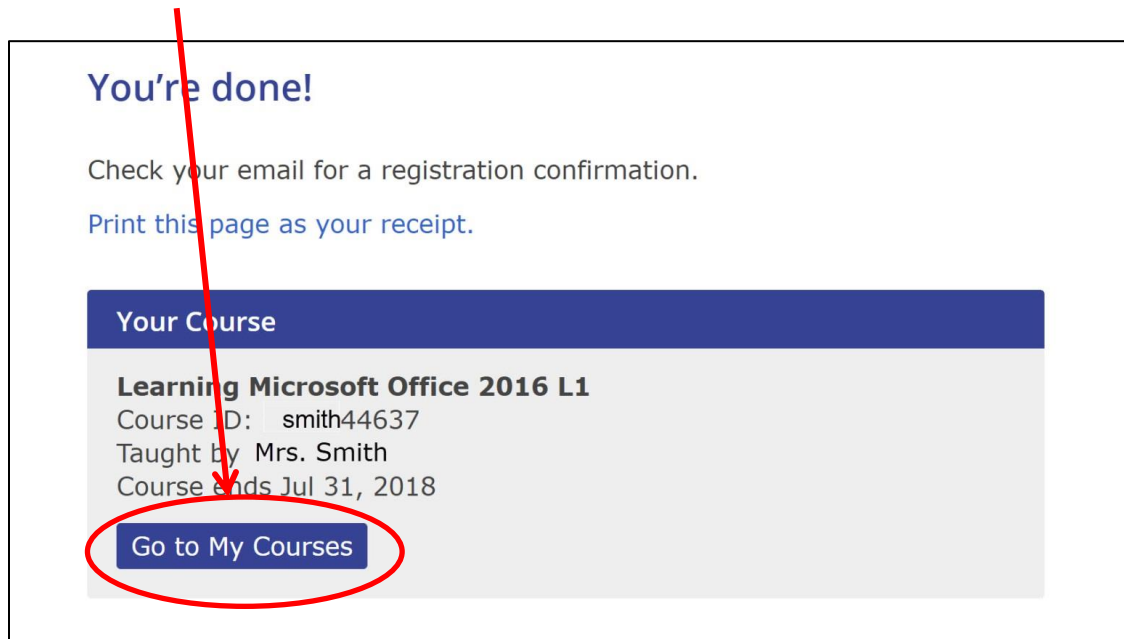
6. Click **Access Code**.



7. Type the course **Access Code** your teacher gave you into the boxes (or copy and paste it into just the first box), and then click **Finish**.



8. The **You're done!** page displays, listing the course name, ID, instructor's name, and course end date. It also has account and order information. The information is also sent to the email address associated with your Pearson account. Click **Go to My Courses**.



9. The My Courses page displays, showing all of the courses you have enrolled in. Click a course to begin.

