

Microsoft Office 2013 Student Guide

To begin, please visit: www.pearsoncustom.com/us/MicrosoftOffice2013

Steps to register:

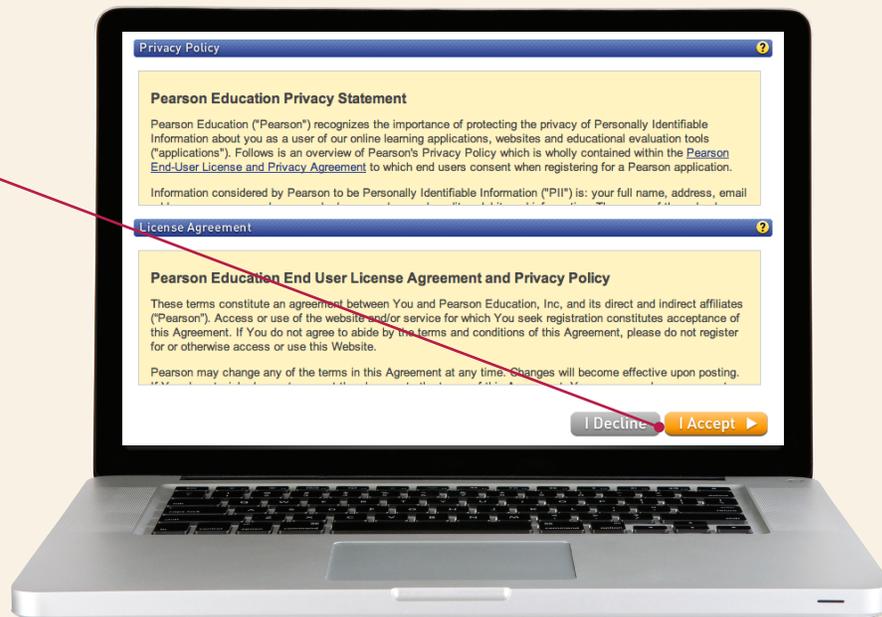
Step 1

Click **register** to begin the process of setting up your course.



Step 2

Click "I Accept."

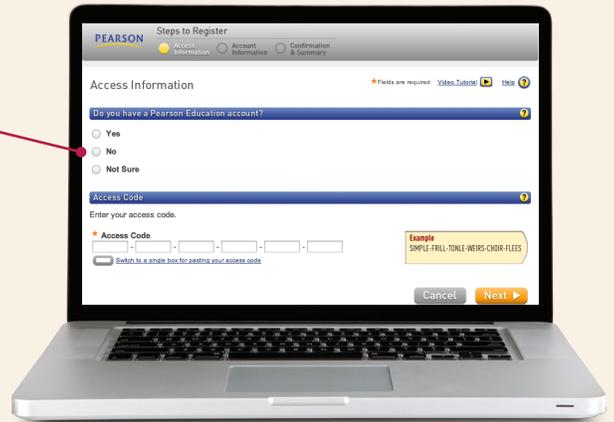


Step 3

If you have a Pearson Account click, "Yes" and then fill out the appropriate fields to continue.

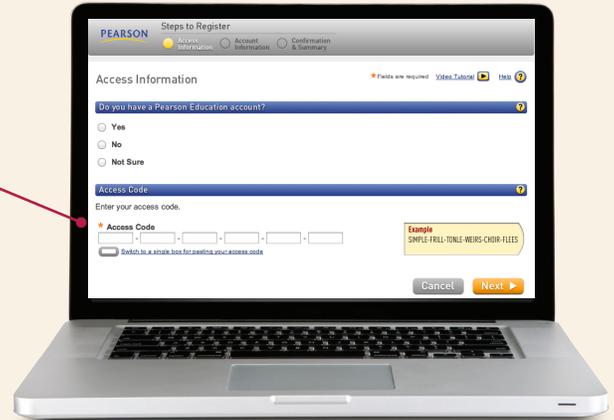
If you do NOT have a Pearson account, click "No" and fill out the appropriate fields to continue.

Click "Not Sure" if you want to look up your account by email.



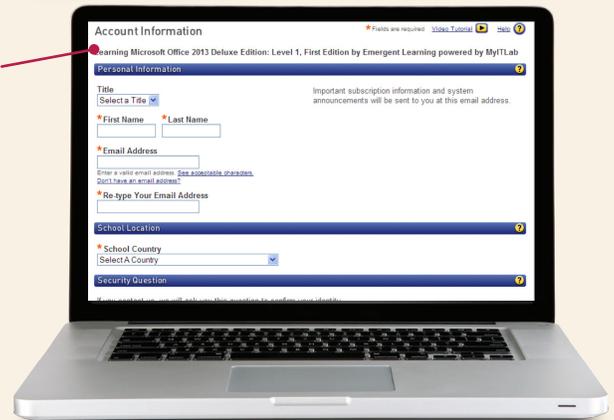
Step 4

Redeem your access code by inserting the code into the boxes provided and then click "Next."



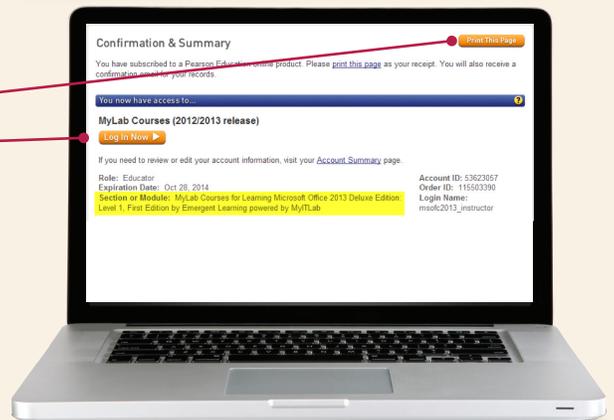
Step 5

Fill out the required information and click "Next." Depending on which option you selected above, Yes, No, or Not Sure, the fields on your screen may vary slightly.



Step 6

You will receive a confirmation summary. Click "Print this Page" for your records, and then click on "Log in Now" to access this course.



Step 7

You still need to enroll in your course section (course id looks like this: CRSKLZH-2027066,) so go back to the homepage of your course: www.pearsoncustom.com/us/Microsoft2013 and click "Login."



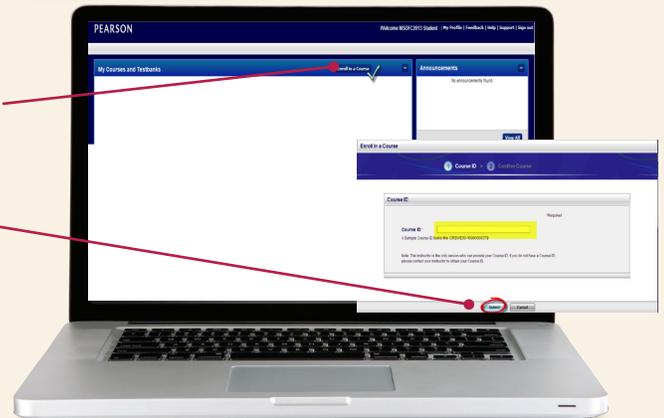
Step 8

A new window will open, and you may enter the Pearson username and password you created. Click "Sign In."



Step 9

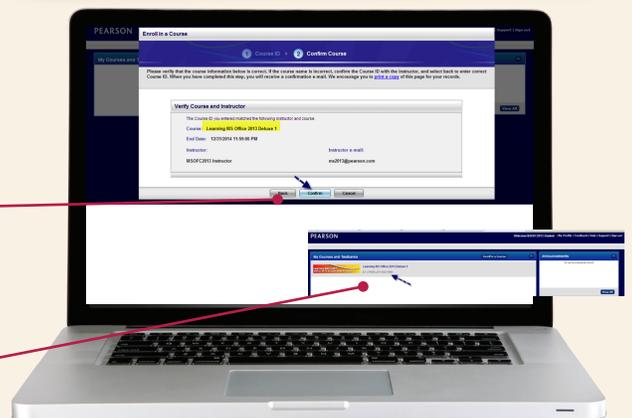
Choose "Enroll in a Course." Enter the course id your instructor gave you. This course id will allow you to enroll in the correct section of your instructor's course so that you may receive credit for your work. Once you have entered the course id, click "Submit."



Step 10

Confirm that you have entered the correct course id that matches the course you intend to take, and click "Confirm."

You have now successfully enrolled in your instructor's course section of "Learning MS Office 2013 Deluxe Edition." You will see your course listed under "My Courses and Testbanks." Click on your course to enter it and start your work.



Step 11

To log in the next time you want to work in your course, go to www.pearsoncustom.com/us/MsOffice2013 and click "Login" to access your "Learning Microsoft Office 2013 Deluxe Edition eCourse."

