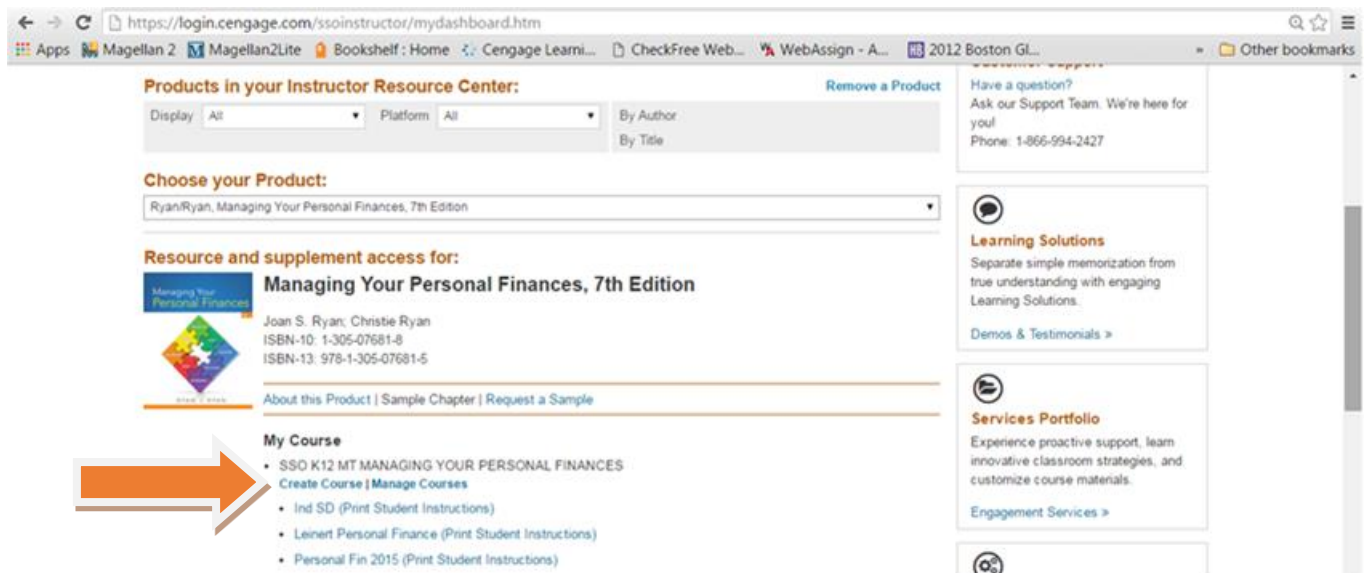


1. Teachers go to [login.cengage.com](https://login.cengage.com)













2. Enter your user name (the email address listed below is your user name) and password. If you can't remember your password, try Cengage1 or Welcome1—this is case sensitive. You may also click on the forgot password link.

3. Once logged into the Cengage Instructor Resource Center you should see a link to your new course listed under my course. Under My Course Click on Manage Course.

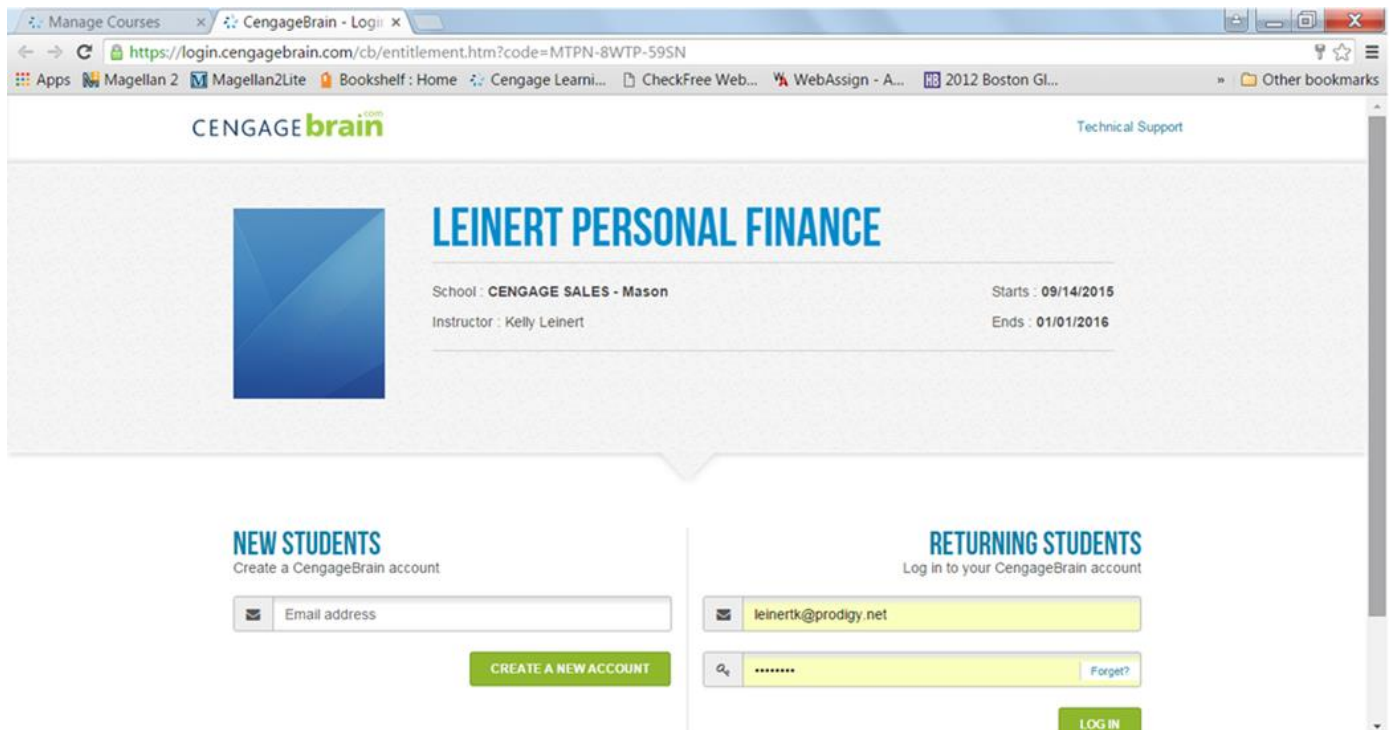
See screen shot of example.



4. Once in Manage Courses, locate the newly created course that matches the course key listed next to your name in this email. You will see a student registration URL. The course key is the last 12 characters in the link. Make sure you copy the correct URL with the correct course key. Distribute that URL to students ELECTRONICALLY!!! Do NOT give them the print directions to avoid mistakenly enrolling in the wrong course. See example in the screen shot below.

Ind SD	Managing Your Personal Finances	09/28/2015	06/01/2016	<a href="https://login.cengagebrain.com/course/MTPP-6B6P-GQ9C">https://login.cengagebrain.com/course/MTPP-6B6P-GQ9C</a>				
My new Apush	American Pageant, AP® Edition	09/22/2015	04/29/2016	<a href="https://login.cengagebrain.com/course/MTPP-VBNP-55CQ">https://login.cengagebrain.com/course/MTPP-VBNP-55CQ</a>				
Leinert Personal Finance	Managing Your Personal Finances	09/14/2015	01/01/2016	<a href="https://login.cengagebrain.com/course/MTPN-8WTP-59SN">https://login.cengagebrain.com/course/MTPN-8WTP-59SN</a>				

5. Each student will click on the Student Registration URL. If they have an existing Cengage Brain account (Returning Students) they simply enter their user name and password. If the student doesn't have an existing account, they should follow the New Student prompts to create an account. The student clicks "open" and they are now enrolled in the course. See screen shot below.



The screenshot shows the CengageBrain login interface for the course 'LEINERT PERSONAL FINANCE'. The page includes the CengageBrain logo, a technical support link, and course details: School: CENGAGE SALES - Mason, Instructor: Kelly Leinert, Starts: 09/14/2015, and Ends: 01/01/2016. Below the course details, there are two main sections: 'NEW STUDENTS' and 'RETURNING STUDENTS'. The 'NEW STUDENTS' section has a form for creating a new account with an 'Email address' field and a 'CREATE A NEW ACCOUNT' button. The 'RETURNING STUDENTS' section has a form for logging in with a username field (containing 'leinertk@prodigy.net'), a password field (containing '\*\*\*\*\*'), a 'Forgot?' link, and a 'LOGIN' button.

**CENGAGEbrain** Technical Support

**LEINERT PERSONAL FINANCE**

School : CENGAGE SALES - Mason  
Instructor : Kelly Leinert

Starts : 09/14/2015  
Ends : 01/01/2016

**NEW STUDENTS**  
Create a CengageBrain account

Email address

**CREATE A NEW ACCOUNT**

**RETURNING STUDENTS**  
Log in to your CengageBrain account

[Forgot?](#)

**LOGIN**

6. Once the student logs in they should see the course listed along with any other Cengage courses they are enrolled in. The student clicks “open” and they are now enrolled in the course. **DISREGARD ANY PAY OR ACCESS CODE REFERENCES.** See screen shot below.

The screenshot shows a web browser window with the CengageBrain 'My Home' dashboard. The browser's address bar displays the URL: [https://myhome.cengagebrain.com/cb/dashboard.htm?apiaFlag=Y&codeType=MINDTAP\\_COURSE&courseType=null](https://myhome.cengagebrain.com/cb/dashboard.htm?apiaFlag=Y&codeType=MINDTAP_COURSE&courseType=null). The dashboard includes a navigation bar with links for 'My Home', 'My Orders', 'My Account', and 'My Rentals'. The main content area is titled 'My Home' and features a section for 'My Courses & Materials'. This section lists three courses: 'Introductory Chemistry: A Foundation (High School Edition), 8th Edition' by Steven S. Zumdahl and Donald J. DeCoste, 'OWLv2 24-Months for Zumdahl/DeCoste's Introductory Chemistry: A Foundation', and 'MindTap Reader for Zumdahl/DeCoste's Introductory Chemistry: A Foundation, 8th'. Each course has an 'Open' button. A large orange arrow points to the 'Open' button for the 'Leinert Personal Finance' course. To the right of the course list, there is a 'Have Another Product to Register?' section with a 'Register' button, a 'Find Product with Free Access' section, a 'LUVU' scholarship program advertisement, and a 'Support: Need help?' section with links to 'FAQs' and 'Support'.