

Registering Your SimNet Online Account

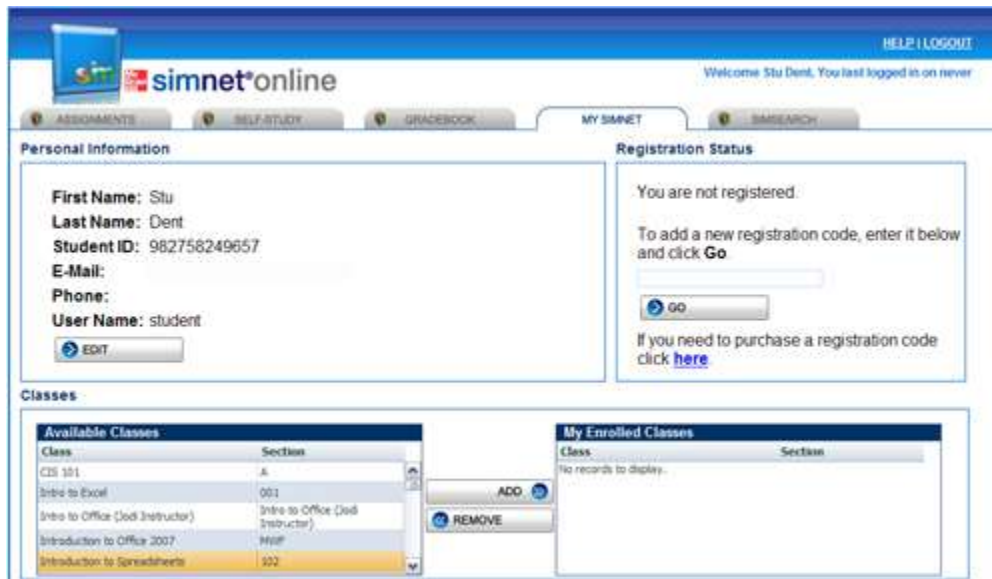
In order to use SimNet, you must have a username and password, and you must enter a registration code to activate your account.

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I have a user name and password

Your instructor may provide you with a user name and password. If so, enter them on the log in page, then click the **Log In** button.

If you log in to SimNet, and your account is not yet registered, you will not have access to any of the SimNet materials until you add a registration code to your account. There are two ways to register your account.



1. If you have a registration code, enter it in the **Registration Status** box, and then click the **Go** button.
2. If you do not have a registration code, you can purchase your registration from within SimNet. Click the **If you need to purchase a registration code click here** link. See *I want to pay for my registration online* in the next section for more information.

I do not have a user name and password

If you do not have a user name and password, you will need to *self-register*. Click the **Don't have an account? Click here.** link under the **Log In** button to create your account.

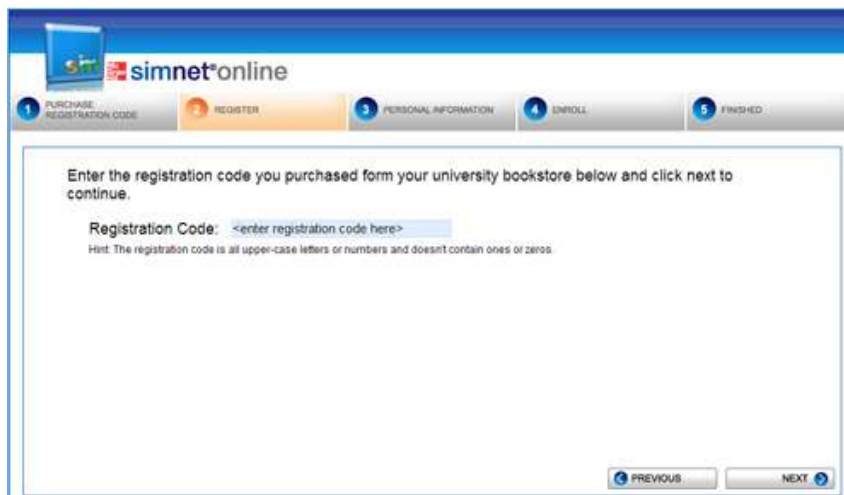
I have a registration code

If you purchased a registration code from your bookstore, or if your instructor provided one to you, you will need to enter the code as part of the registration process. If you purchased a textbook for your class, the SimNet registration code may be included with the textbook.

1. Select the **I have already purchased a SimNet Online registration code from my university book store.** radio button, and then click the **Next** button.



2. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.
3. Enter your registration code in the space provided, and then click the **Next** button.



4. Enter your SimNet registration information, and then click the **Next** button.

In order to complete your account registration please enter the following information and click next.

- * First Name: <first name>
- * Last Name: <last name>
- * Student ID: <student id>
- * Phone: <phone number>
- * Email: <email address>
- * User Name: <user name>
- * Password: [text box]
- * Confirm Password: [text box]

Hint: Information marked with * is required

NEXT

5. Select the class(es) you are enrolled in, and then click the **Next** button.

Select the class you need to enroll in and click next to continue. If you can't find the class you need, you can modify your enrollment later from MySimNet.

Class Name	Section Name
CIS 101	A
Intro to Excel	001
Intro to Office (Job Instructor)	Intro to Office (Job Instructor)
Introduction to Office 2007	MYE
Introduction to Spreadsheets	102
HONOR-CIS 200	A
HAWBOYLE Course	A
HAWKEYE Course	
HAWKEYE Course	
HAWKEYE Course	
HAWKEYE Course	

CLEAR SELECTION

NEXT

6. Click the **Finish** button to return to the main log in page where you can now enter your user name and password.

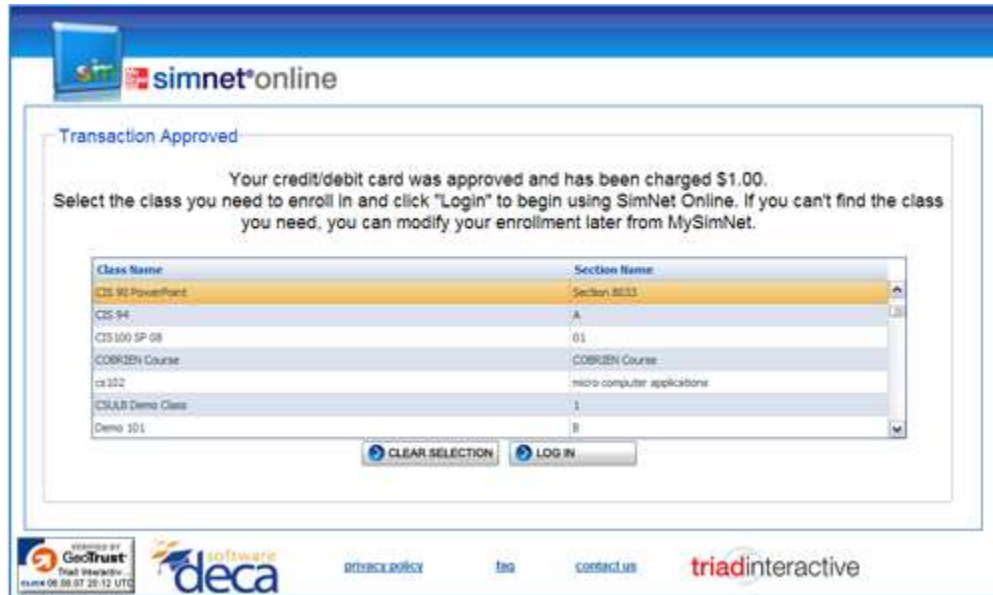
I want to pay for my registration online

If you have not yet purchased a registration code from your bookstore, you can pay for registration online using a credit card:

1. Click the **I need to purchase a SimNet Online registration code.** radio button, and then click the **Next** button.
2. Select the SimNet Online product you want to purchase, and then click the **Next** button.
 - a. Confirm that the message at the top of the page includes the name of your school or organization.

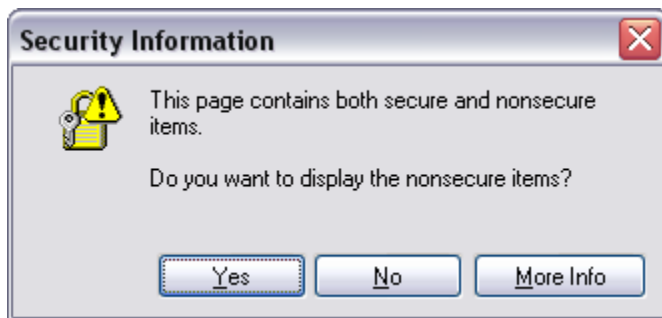
- b. If you are not sure which SimNet product to purchase, check with your instructor or your class syllabus.
3. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.
4. Enter your registration information and your credit card information.
 - a. The information in the SimNet Online Information section is used to create your SimNet account. This information is saved to the SimNet database and is visible to your instructor.
 - b. The credit card payment information and billing address is not saved to the SimNet database. This information is only used to process your SimNet payment. It is not visible to your instructor.

5. When you are ready, click the **Purchase** button to submit your payment. Be patient. The system may take a few minutes to process your payment.
6. If your payment is accepted, you will see a **Transaction Approved** message.
7. Select your class or classes from the list, and then click the **Log In** button to enroll in the class. You will be returned to the main Log In page, where you can now enter your user name and password.



Displaying Secure and Nonsecure Items on the Page

During the registration process, you may see a message box like this:



Click the **Yes** button to display both the secure and nonsecure items on the page. All of your personal information is secure.

About Purchasing Online

If you purchase your registration code online, the code will be added to your SimNet account automatically. You will receive your purchase receipt via an email from DECA SOFTWARE. You may need to check your junk email folder for the receipt email.