

Continuing work in the SAME ALEKS course Instruction Sheet – PAGE 1

(that you had been working on in a previous semester.)

Revision 08.14.14

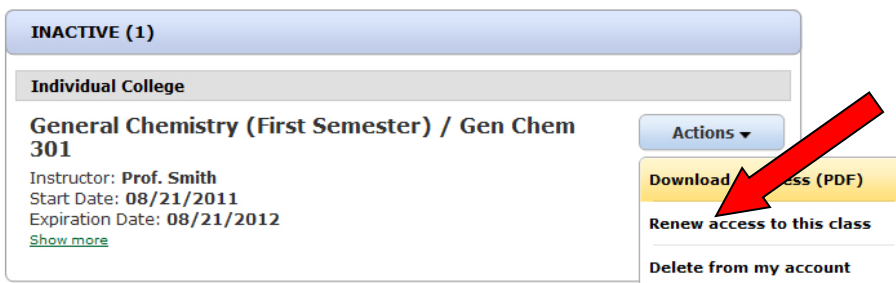
1. Is your ALEKS ACCOUNT INACTIVE (or expired?) If not, then skip to #2.

- To renew an existing account and continue using it, thus preserving the previous work that has been completed, follow these directions:

ONCE THE ACCOUNT HAS “EXPIRED.”

ATTEMPT TO LOG ONTO ACCOUNT USING EXISTING LOGIN & PASSWORD:

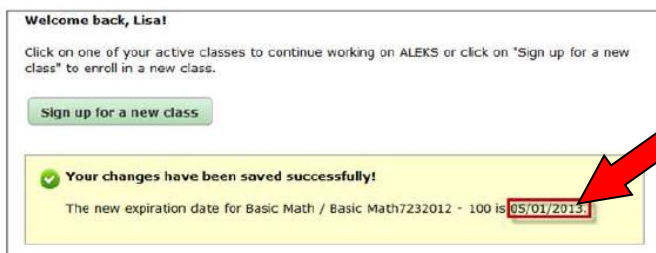
- Go to www.aleks.com (or double-click ALEKS icon.)
- On the left-hand side of the ALEKS home page, under the “REGISTERED USERS” box, attempt to log onto the account using the existing login & password.
- A message stating “You have no active classes.” will appear.
- From the **ACTIONS** drop down menu, select “**RENEW ACCESS TO THIS COURSE.**”



- Enter your **20-character access code** from your **ALEKS packet** and click **SUBMIT**.



- After clicking on the **SUBMIT** button, the student receives a confirmation message that shows the new expiration date for access to the class.



- Now, follow the steps in #2 since your account is now ACTIVE.

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2. Is your ALEKS ACCOUNT still ACTIVE?

- If you are with the **SAME INSTRUCTOR**, and **SAME SECTION**, then you may continue working on the course until your account expires.
- If you are with the **DIFFERENT INSTRUCTOR** for the same course, then you will need to click on **SWITCH TO A NEW CLASS**, and enter the new **COURSE CODE**.

The screenshot shows a user interface for an active ALEKS account. At the top, a blue header reads "ACTIVE (1)". Below it, a grey bar indicates "Individual College". The main content area displays the course title "Intermediate Algebra / Math 101" in green. Underneath, it lists the instructor as "Prof. Aleks", the last login as "12/18/2012", and the expiration date as "05/04/2013". A "Show more" link is present. To the right, an "Actions" dropdown menu is open, showing three options: "Switch to a new class" (highlighted in yellow), "Suspend access to this class", and "Extend access to this class".

- Enter the **NEW COURSE CODE**.

Course code: - :

Enter COURSE CODE provided by your instructor