

How to CONTINUE WORK in the SAME ALEKS course

Instruction Sheet – PAGE 1

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

Revision 1.9.19

Your current ALEKS status:

I am continuing work from a **DIFFERENT SEMESTER** in the **SAME ALEKS course**. I am *Continuing work in the SAME ALEKS course* (that I had been working on in a previous semester.)

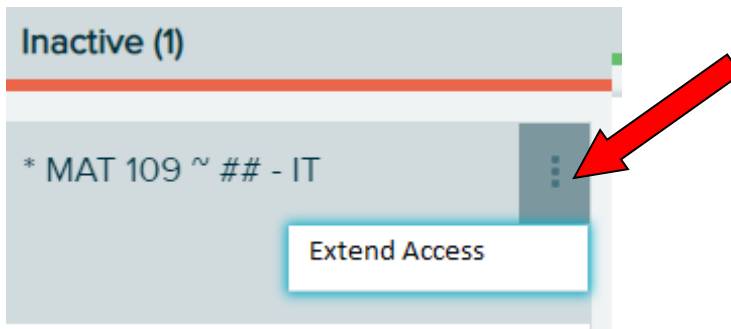
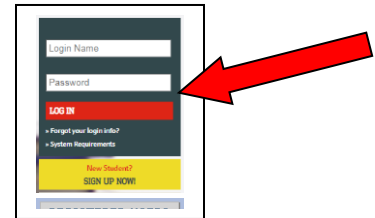
1. Is your ALEKS ACCOUNT INACTIVE (or expired?) If not, then skip to #2.

- 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
- On the left-hand side of the ALEKS home page, log into the account using the existing login & password.
- On “MY CLASSES” page, look for your INACTIVE class.
- Next to the CLASS TITLE, select the options menu (the 3 dots,) and then select EXTEND ACCESS.



- Enter your **20-character access code** from your ALEKS card and click CONTINUE.

Yes, I have an access code.

Access Code: - - - ?

Enter Access Code
found on ALEKS card

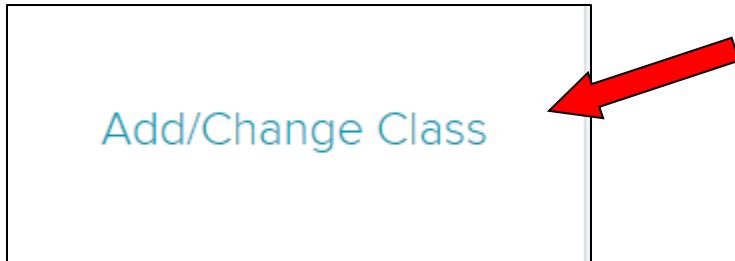
- Now, your ACTIVE class will show the NEW EXPIRATION DATE.
- Now, follow the steps in #2 since your account is now ACTIVE.

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Instruction Sheet – PAGE 2

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 the **ADD/CHANGE CLASS** tile that is next to your current active class.



- Next, on the ADD/CHANGE CLASS screen, enter the **COURSE CODE** provided by your instructor. (Course codes for online IT courses can be found at www.jwcc.edu/aleks)

A screenshot of the "Add/Change Class" screen. The title "Add/Change Class" is at the top. Below it is the instruction "Enter the 10-character class code of the class you would like to add or change to below." A red arrow points from a text box on the right to the input field. The input field is labeled "Class Code:" and contains two empty boxes separated by a hyphen, followed by a question mark icon. The text box on the right contains the text "Enter COURSE CODE provided by your instructor".

- Your **NEW INSTRUCTOR** and updated **CLASS TITLE** should now appear as **ACTIVE**.