

How to START a NEW COURSE and I HAVE a JWCC ALEKS ACCOUNT

Instruction Sheet

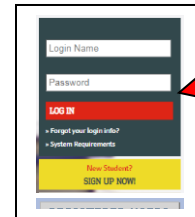
Revision 1.17.19

Your current ALEKS status:

I have a JWCC ALEKS account and am **STARTING** a NEW ALEKS COURSE. (I have my previously used login/password.) I am *Starting a NEW COURSE (where no previous work has been completed,)* and wish to *retain my previous login/password.*

ATTEMPT TO LOG ONTO ACCOUNT USING EXISTING LOGIN & PASSWORD:

1. Go to www.aleks.com
2. On the left-hand side of the ALEKS home page, log into the account using the existing login & password.
3. On “MY CLASSES” page, look in the ACTIVE section and select the **ADD/CHANGE CLASS** tile.



4. 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)

Add/Change Class

Enter the 10-character class code of the class you would like to add or change to below.

Class Code:

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Enter COURSE CODE provided by your instructor

5. Check for correct class details on the **CONFIRM CLASS INFORMATION** screen, and click CONFIRM.
6. If your ALEKS account access is active, then skip to #8.
If your ALEKS account **access has expired**, then go to **step #7**.
7. On the next **APPLY ACCESS** screen, select “Yes, I have an access code,” and then enter your **20-character ALEKS access code**. (The access code is under the scratch off area on the ALEKS card.) Click CONTINUE.

Yes, I have an access code.

Access Code:

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Enter Access Code found on ALEKS card

8. Your class will now be ACTIVE and will show the EXPIRATION DATE.
9. Now you can complete the **INITIAL KNOWLEDGE CHECK**.