

## Instructor Registration and Creating a Course

### Registering for MyNursingLab

Registering for and creating your **MyNursingLab** course takes only a few minutes.

1. Start your browser and go to [www.mynursinglab.com](http://www.mynursinglab.com)
2. Click the **Instructors** button under **First Time Users** area.
3. Click on **Request Access** if you do not yet have an access code.
4. Enter requested information. After reading the license agreement and privacy policy, click **I Accept**.
5. You will receive an e-mail with an access code.
6. Return to [www.mynursinglab.com](http://www.mynursinglab.com), Click on Instructors under First Time Users, then click Register.
7. Next, enter you **Access Code** that you were e-mailed, and follow the on-screen directions. Enter your school's zip or postal code. This helps create a list of schools in your area for you to choose from in a later registration step. Then, select the country where your school is located.

*Tip: If you previously registered for a Pearson Education online product but forgot your login name or password, click the **Forgot your Login Name/Password?** link to retrieve it.*

8. Enter your desired login name and password. You may want to use your email address as your login name.

After you are registered, you will receive an email confirming your login name and password. You will need your **login name and password** every time you access **MyNursingLab**.

9. Select a **Security Question** and enter the answer to help Customer Technical Support verify your identity in case you ever forget your login name or password.
10. Click the **Next** button (only once!) to submit your registration for processing, which will take just a few moments.

11. A **Confirmation & Summary** page informs you that your registration has been successful and that you now have access to MyNursingLab.
12. Click the **Log In Now** button.

### Logging in & creating a course

After you successfully register for **MyNursingLab** course, you can create your first course. Return to [www.mynursinglab.com](http://www.mynursinglab.com) and click on EXISTING USER.

1. On the **Log In** page, type the login name and password you created during registration and click **Log In**.
2. On the right side of the **My Courses** page, you can use the Catalog Search engine to browse for your desired course.

Click:

- ◆ **Search by Textbook**, to search by textbook title, author or ISBN
- ◆ **Search by Discipline**, to search by discipline and/or textbook publisher
- ◆ **Browse**, to view the entire online course catalog

Then click the **Search** button.

Find the course you want, and choose Select Course

On the next page, name the course what you would like and click Create Course.

It will take just a short time for your course to become "live" on your MyCourses page.

Note the Course ID# under the name of the course – you will share this number with students so they can enroll.

## Enrolling another instructor to teach in your course

As an instructor, you have the option to provide another instructor with access to your course. When another instructor is enrolled in your course, they have the same course privileges as you to edit content and manage the gradebook. To allow another instructor to co-teach in your course:

- ◆ Provide the instructor with the course ID of the course that you wish to co-teach. You can see the Course ID underneath the course name on the My Courses listing. A Course ID looks like

MyCourseLab  
Course ID: CRSWE89-3962

- ◆ The new instructor must register with an instructor access code (they can follow the instructions on page 1 of this sheet to do so).
- ◆ Once the new instructor is registered, they log in to the system and click the **Enroll in a Course** button at the top right of the My Courses area. Next they enter the course ID you provided and follow the on-screen instructions. Once complete, the instructor course appears in their MyCourses list, with the notation Access Denied beside the course.
- ◆ Next, you must Grant Access to the co-instructor. Open your course, go to the Gradebook tab (in the gray bar across the top of the screen) then select Manage Roster from the drop down menu under Gradebook. Put a check in the box in front of the co-instructor's name, and click Grant Access (in the dark bar above the roster names.)

## What your students will need to register

After you create your first course, you can customize it or use it as-is. Students can enroll for your course as soon as you want them to. To register and enroll for your course, your students will need:

- ◆ The **Course ID**. As the instructor, you can see the Course ID underneath the course name on the My Courses listing. A Course ID looks like

MyCourseLab  
Course ID: CRSWE89-3962

- ◆ A **Student Access Code**. If you ordered books packaged with an access code, your students will have the code: An access code looks similar to this:

**PSPMIL-CHILI-KENJI-EDDI-AKIRA-WAHOO**

Alternatively, students can purchase access online using a valid credit card.

- ◆ A valid **email address**.

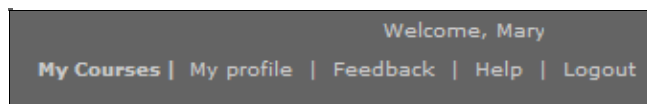
## System Requirements and Support

**MyNursingLab supports the following operating systems and Web Browsers:**

Operating System	Browser
Windows XP	Internet Explorer 6 & 7
Windows 2000	Internet Explorer 6
Windows Vista	Internet Explorer 7
Mac 10.4	Safari 2.0

### Instructor online Help

All courses include links to an online help system. From any page in the course, click the Help link at the top-right corner of the page to view online help, specific to the page you are on.



### Customer Technical Support

If you need technical assistance at anytime, you can contact our Customer Technical Support team at the <http://247.pearsoned.com> website. From there, you can explore our online knowledge base, chat with a representative, and more.