

## MyLab Student Guide

\*For MyLab Math, MyLab Statistics, MyLab Accounting, MyLab Business Communication, MyLab Intro to Business, MyLab Business Law, MyLab Economics, MyLab Entrepreneurship, MyLab Finance, MyLab Management, MyLab Marketing, MyLab MIS, MyLab Operations Management, MyLab Automotive, MyLab Carpentry, MyLab Criminal Justice, MyLab Culinary, MyLab Graphics, MyLab Hospitality, MyLab HVAC, MyLab ServSafe, NCCERconnect, MyLab Brady, MyLab Health Professions, MyLab Medical Terminology, The Neighborhood, RealEHRPrep with iCare, MyLab Counseling, MyLab Ed Leadership, MyLab Education

Updated 6/28/17

# Getting Started

Welcome to your MyLab course! You can use this online course to do your homework and tests online. There are several learning aids in the course to help you learn. This MyLab course is designed to help you succeed.

This guide will help you register, sign in and navigate your and navigate your online course.

To get started with your MyLab course, you need three items:

1. A valid email
2. An Access Code or a form of payment (credit card, debit card or PayPal account)
3. A course ID

There are a few things to keep in mind when registering:

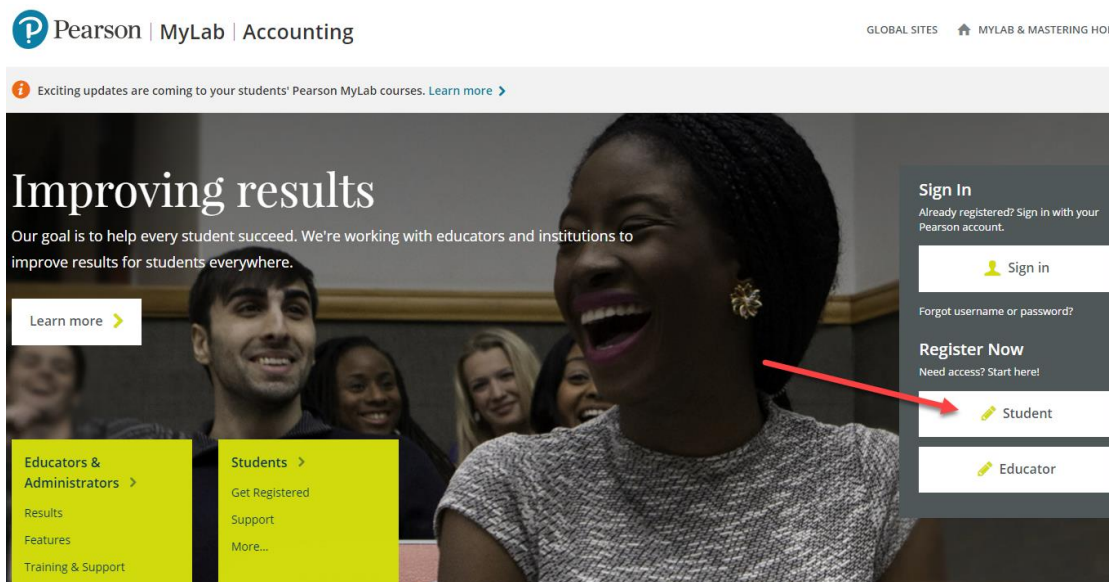
- Many instructors will **INSIST** that you use your university email address. This is a good one to use as it does not change and can be tied to your university learning management system. Be sure that whatever email address you choose is one you can remember, check often, and is easily accessible.
- It is **not** recommended that you purchase an access code card through online retailers that specialize in used items, such as eBay. Access code cards purchased from anywhere besides Pearson or your campus bookstore cannot be guaranteed by Pearson and returns or exchanges must be done through the 3<sup>rd</sup> party retailer.
- A student access code, which should have come packaged with your textbook. For example: MMLST-TAROK-THOLE-PICON-SHRIK-PRAWN

- If you do not have a student access code, you can purchase immediate access during registration.
- The course ID includes your instructor’s last name and some numbers. For example: instructor04298.
- A course ID is NOT needed if the course is integrated with your campus Blackboard, D2L or Canvas Learning Management system. If you are not sure, please ask your instructor.
- Be sure to review the [System Requirements](#) and make sure every computer you use to access MyLab meets them. This is CRITICAL for optimal performance. In addition, be certain to use a **secure, high-speed** Internet connection.

## Registering as a Student

**Note:** if your instructor has integrated a MyLab course with your school’s learning management system, you will register through your LMS, not by going to the MyLab site.

1. Go to: <http://www.pearson.com/mylab> and click **Student** in the “Register Now” box.



2. On the “Get Registered” page, click **OK! Register Now**.

GLOBAL SITES SIGN IN

Students **Get Registered** Features Support Get Involved

## Do you have these 3 things?

**Email**  
You'll get some important emails from your instructor at this address.

**Course ID**  
A Course ID looks something like this: professor12345

**Access code or credit card**  
You can buy an access code packaged with your textbook or as a standalone access code kit. Or you can buy instant access with a credit card or PayPal account.

**OK! Register now >**

Australian customers, visit the Australian store to buy access >

3. Enter the **Course ID** provided by your instructor.

The course ID usually includes your instructor’s last name and some numbers. *For example:* instructor04298.

4. On the next screen, check that the course and instructor name in the box on the right are correct.

5. If so, you can either:

- Enter your Pearson username and password and click **Sign In**. Do this if you have previously taken a Pearson course, because you already created a Pearson account.

If you can't remember your username or password, **click Forgot your username or password?** to have your account information emailed to you.

- If you KNOW for sure you have never used a Pearson MyLab and Mastering product and have therefore never created a Pearson account, click **Create** to set up a Pearson account.

If you're not sure, click **Not sure if you have an account?** to see a list of Pearson courses that you might have taken.

On the Create an Account page, you enter your account information and choose a username and password in the boxes. Look for tips as you enter this information to help you answer. Click **Create Account**.

# Access the Course

After you register, you can gain access to your course by either paying online or supplying the access code that was included with your textbook. If you're waiting for financial aid, you can get temporary access for 14 days. During or after the 14-day grace period, you will need to UPGRADE your temporary account to a fully paid account either with an access code or by purchasing one.

## Select an Option

### Use an Access Code

A prepaid access code might come with your textbook or in a separate kit.

Access Code



### Use a Credit Card or PayPal

MyOMLab WITH eText in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$105.00 USD

MyOMLab in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$60.00 USD

Course ID  
Taught by  
Course e

Not your cc  
ID.

Waiting for financial aid? [Get temporary access without payment for 14 days.](#) Use an access code, credit card, or PayPal before May 26, 2014 to stay in your course.



**DO NOT CREATE A NEW ACCOUNT** when your temporary account expires! If you do, you will have duplicate accounts and your grades will not transfer. You will receive email reminders during the 14-day grace period reminding you to upgrade your account as well as providing a link to do so. You will also see reminders each time you log into your MyLab course.

**Note:** If you don't use an access code, credit card, or PayPal within the 14-day grace period, you will lose access to your online course until you pay.

## Use an Access Code

Click **Access Code** if you have an access code, either bundled with your textbook or as an access code kit sold individually.

Enter your access code, one word in each box, or you can copy your access code and paste it into the first box. Then select **Finish**.

Register

### Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS - CANAL - PRIDE - STONY - MOULD - LUCKY **Finish**

ABACUS-CANAL-PRIDE-STONY-MOULD-LUCKY

To use your instructor's MyLab & Mastering course  
follow the steps below to register online.

## Use a credit card or PayPal

To use a credit card or PayPal, instead of an access code, click the button for the access you want. See below for examples.

### Use a Credit Card or PayPal

Student access for MyAccountingLab with eText for  
Pearson's Federal Taxation 2017 Corporations,  
30/e OLP

**\$119.95 USD**

Student access for MyAccountingLab for Pearson's  
Federal Taxation 2017 Corporations, 30/e OLP

**\$65.00 USD**

In this example, you can purchase with or without the eText (integrated online textbook). You can buy the eText separately later, but it costs less to buy the course and the eText together.

On the Payment page, choose either Credit Card or PayPal and enter your payment information.

If you are using a parent's credit card:

- For the billing address, use the address where your parent receives credit card bills.
- Put your name in the Your Name field, not your parent's name, and enter your own email address.

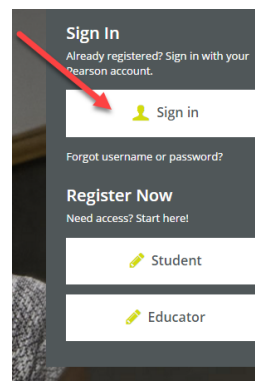
Click **Review** to check your payment information and then submit your order.

## Enter your course

Once you have registered for your online course, you can sign in any time.

To enter your course:

1. Go to [www.pearson.com/mylab](http://www.pearson.com/mylab)
2. Click **Sign in**.



3. On the Sign In page, enter your Pearson account username and password and click **Sign in**.

Your “My Courses” page appears and your course is listed there.

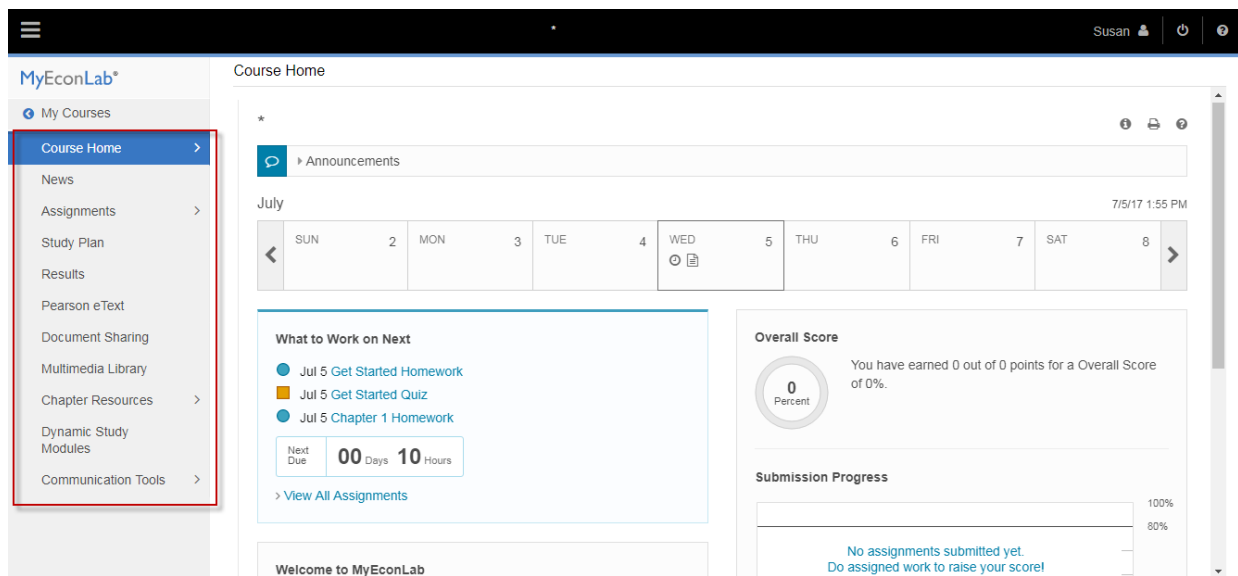
4. Click the course title to enter your course and start working.



**Note:** If you are enrolled with temporary access you will see the number of days remaining on this screen in a red text box. Please pay special attention to this information and upgrade using the link provided.

# Navigate in your course

When you are working in your course, you can access all the course content using the menu on the left side of the page. The choices on the menu depend on your course and on how your instructor has set up the course. Your course menu will look something like this:



- The **Course Home** has a calendar ribbon and What to Work on Next to show you when your assignments are due. It may look different than the sample above depending on your instructor's course customizations.
- Clicking on **Assignments (or some courses may say Homework or Quizzes/Tests)** will take you to the assignments area where you will access your HOMEWORK (Do Homework) and/or Quizzes/Tests.
- **Multimedia Library** provides access to a wealth of self-study resources! If this area is available in your course be sure to select the appropriate chapter and explore the resources therein.
- **Study Plan** takes you to your personal Study Plan, where you can identify what material you need to study and practice it.
- **Results (or some courses may say Gradebook)** takes you to your Results page, where you can see your scores on your assignments, review previously submitted assignments, and check your overall score in the course.



The screenshot shows the MyEconLab Course Home page. On the left is a navigation menu with items like 'My Courses', 'Course Home', 'News', 'Assignments', 'Study Plan', 'Results', 'Pearson eText', 'Document Sharing', 'Multimedia Library', 'Chapter Resources', 'Dynamic Study Modules', and 'Communication Tools'. The main content area includes an 'Announcements' section (callout 3), a weekly calendar for July (callout 1) with assignment icons, a 'What to Work on Next' section (callout 2) listing 'Jul 5 Get Started Homework', 'Jul 5 Get Started Quiz', and 'Jul 5 Chapter 1 Homework' with a 'Next Due' date of '00 Days 10 Hours', an 'Overall Score' section (callout 6) showing '0 Percent' and 'You have earned 0 out of 0 points for a Overall Score of 0%', and a 'Submission Progress' section. A 'Welcome to MyEconLab' message is at the bottom. A user profile 'Susan' is in the top right corner (callout 5).

1. If your course has a **Calendar** at the top of the page, it shows your assignments and your instructor's announcements for a full week. Icons in the calendar indicate assignments. You can click on an icon to see information about the assignment and work on it. You can click the arrows on the left and right to move forward and backward by a week. Launch assignments directly from the calendar, and never miss a due date!
2. If your course has a **"What to Work on Next"** section, it shows your next three assignments that you need to work on. If an assignment has a due date, you see the due date in front of the assignment name. You can click on an assignment name to work on it.
3. If your course has an **Announcements** section, it shows announcements from the publisher (if your instructor allows it) and any announcements posted by your instructor. Under your instructor's announcements, click more to read the complete announcement.
4. In most courses, you can use the **Study Plan** to practice questions that are very similar to the questions you will get in your assignments. If your instructor allows it, you can get help while you practice through the use of the Learning Aids provided. There is more on how to use the Study Plan Below.
5. If you get stuck or need to know what something means, please click on the **Help** icon, at the top right hand side of the screen. There is also a **Legend for Icons** there as well.

- The **Overall Score** section shows your score so far in the course, in both percentage and points. The Submission Progress section shows the work you have done so far in the course by date. Icons on the timeline show the assignments that you have submitted: a diamond shows a test, a square shows a quiz, a circle shows a homework, and a triangle shows any other kind of assignment. You can move your mouse over an icon to see the date when you did the assignment, the assignment name, and your score. The black line shows the target score you should be meeting (80% in the example above). Your instructor can set the target score. If an assignment appears above the black line, you got more than the target score.

## Working in the Study Plan

To access your Study Plan, click Study **Plan** in the left menu.

### To use the Study Plan:

- On the **Study Plan** page, you see recommendations for what to work on next. The recommendations correspond to sections or objectives in your textbook.

If your instructor assigns Study Plan work as a prerequisite for tests or quizzes, the Prerequisites tab will display the study plan for you to complete.

- Click **Practice** for the first recommended section or objective that you need to work on. If you have not practiced before, the button is green:

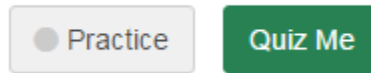
The screenshot shows the 'Study Plan' page with three tabs: 'Recommendations' (selected), 'Progress', and 'All Chapters'. Below the tabs is a heading: 'Practice the learning objectives, then take a Quiz Me to prove mastery and earn mastery points (MP)'. A section titled 'Recommended learning objectives' contains a list of five objectives, each with a green 'Practice' button and a grey 'Quiz Me' button. The objectives are:

- 0.1 How to Enter Answers
- 0.2 Math Review for Accounting
- 2.3 Explain variable costs and fixed costs
- 2.4 Interpret unit costs cautiously
- 2.5 Distinguish inventoriable costs from period costs

At the bottom right of the list, there is a small video icon and a play button.

Practice working on questions in the player. If your instructor allows it, you can use tutorial learning aids, such as videos and animations, to help you answer.

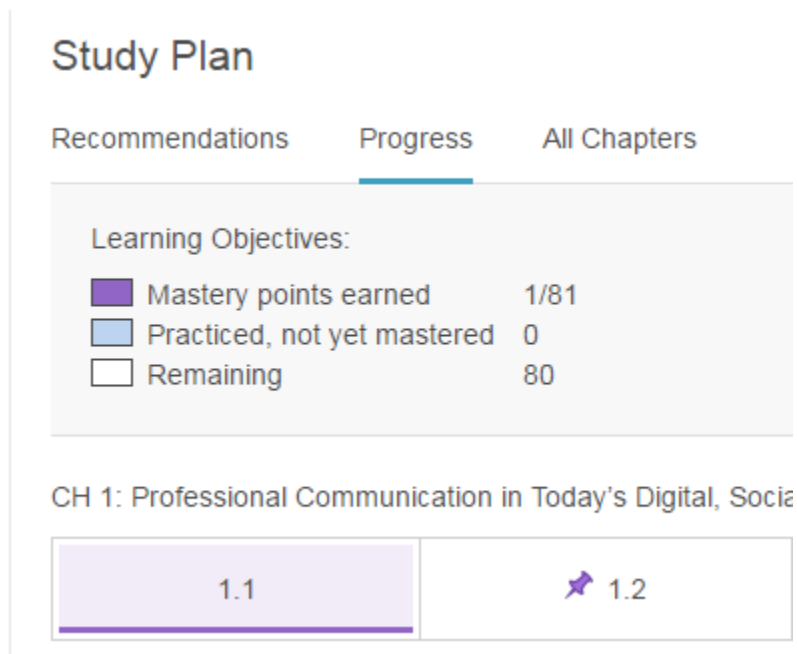
You can practice as much as you want. After you have answered all the practice questions correctly, the **Quiz Me** button turns green:



When you are ready, click **Quiz Me** for the first recommended section or objective to prove that you have mastered the material.

When you have mastered the material, your Study Plan recommends a new section or objective to work on.

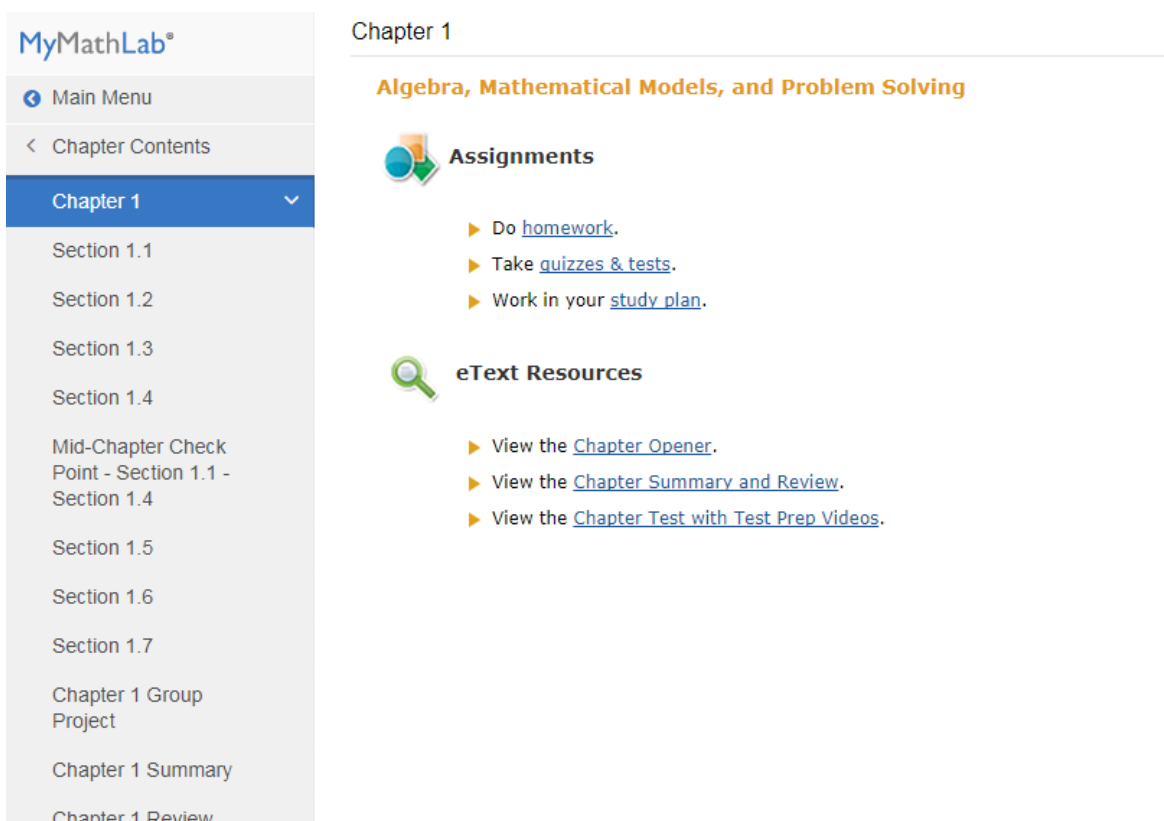
To see how many sections or objectives you have mastered and how many still remain, you can click the Progress tab on the Study Plan page to see a chart that shows the details.



For more information on how to best utilize the Study Plan, talk to your instructor OR click on the “?” icon in the upper right hand corner of the Study Plan screen.

## Chapter Resources/Chapter Contents

Looking for more resources to help you be successful in your course? Look no further than the Chapter Resources/Chapter Contents tab. Self-Study assets are organized by chapter in this section of the MyLab. Be sure to select a chapter of interest and explore the various assets available to you there



The screenshot shows the MyMathLab interface for Chapter 1. On the left is a navigation menu with the MyMathLab logo at the top, followed by 'Main Menu', 'Chapter Contents', and 'Chapter 1' (which is selected and highlighted in blue). Below 'Chapter 1' are links for Section 1.1 through 1.7, a Mid-Chapter Check Point, a Chapter 1 Group Project, a Chapter 1 Summary, and a Chapter 1 Review. The main content area on the right is titled 'Chapter 1' and features the heading 'Algebra, Mathematical Models, and Problem Solving'. Underneath, there are two sections: 'Assignments' with a folder icon and three bullet points: 'Do homework.', 'Take quizzes & tests.', and 'Work in your study plan.'; and 'eText Resources' with a magnifying glass icon and three bullet points: 'View the Chapter Opener.', 'View the Chapter Summary and Review.', and 'View the Chapter Test with Test Prep Videos.'

## Study Aids in Homework, Quizzes, and Tests

As you work through Homework assignments if your instructor has made them available, use the Question Help learning aids to help you! The “Help Me Solve This” aid is a student favorite!

The screenshot shows a homework assignment titled "Homework: Chapter 15 Homework" with a score of 0 of 1 pt. The assignment ID is P15-37A. The problem text describes a scenario for Miraculous Summit Luxury Resorts. A requirement asks to use the high-low method to calculate the cost per guest of laundry per day. A table is provided for inputting the number of room days for each month from January to June. On the right side, a "Question Help" menu is open, showing options like "Help Me Solve This", "Demo/Example", "eText Pages", "Calculator", "Ask My Instructor", and "Print". A red arrow points to the "Help Me Solve This" option.

**Homework: Chapter 15 Homework**

Score: 0 of 1 pt

P15-37A (similar to)

Miraculous Summit Luxury Resorts has been evaluating how it might expand its sustainable room days are available in total (this total capacity figure is roughly estimated by taking the Summit and multiplying by 30 days per month). Management is currently targeting two and housekeeping costs.

Requirement 1. Using the high-low method, calculate the cost per guest of laundry per day. Begin by calculating the number of room days for each month.

	# of room days
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

HW Score: 0%, 0 of 4 pts

Question Help

- Help Me Solve This
- Demo/Example
- eText Pages
- Calculator
- Ask My Instructor
- Print

## Review Results or Gradebook and Completed Assignments

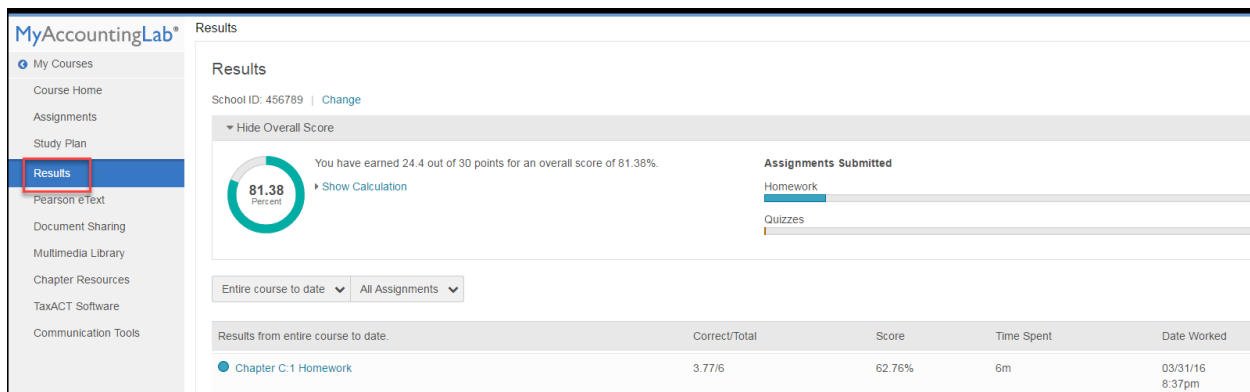
The **Results or Gradebook** page shows your scores on the homework, tests, quizzes, and sample tests. It also shows your results on homework assignments you have started.

Your results are listed in a table. When you first open the Results or Gradebook page, the table shows your assignments submitted in the past two weeks. For each assignment, you can see:

- The name of the assignment. An icon appears next to the assignment name to show the type of assignment: **H** indicates homework, **T** indicates a test, **Q** indicates a quiz, and a **triangle icon** indicates an offline assignment. If an assignment name is grayed out, it does not contribute to your overall score.
- You see a grayed-out asterisk when your instructor changed or omitted your score.
- Time Spent. The amount of time you spent working on the assignment. The time is shown as hours and minutes, for example, 1h 12m. If you spent less than a minute on the assignment, it is shown as <1m.

- If you took a test that was interrupted before you submitted it, the word **incomplete** appears in the Time Spent column for that test. Depending on how your instructor set up the test, you can resume or retake an incomplete test.
- Date Worked. The date and time when your score was last updated in the Gradebook. For example, the date and time when you submitted a test or when your instructor entered a score for an offline assignment.

Click **Review or Gradebook** to open the player and review the assignment. Some assignments will allow you to re-work the problems as practice. This is a great way to prepare for high stakes quizzes and tests. Review work completed after the due date will not change your grade or your overall score.



Above the table of results, you can use one of these options to change the information displayed in the table or get more information:

- **Show Overall Score:** Takes you to the Overall Score page, which shows your class average to date and your average in each Gradebook category. (This option does not appear in all courses.)
- **Past 2 weeks:** Shows your results for the past two weeks. This time period is the default view.
- **Past month:** Shows your results for the past month.
- **Entire course to date:** Shows your results for the whole course.
- **All Assignments:** This dropdown list controls what kinds of assignments are shown in the table. When you first open the Results page, All Assignments is selected, so you see all types of assignments. You use this dropdown list to display only certain types of assignments - for example, select Tests to view only your test results.

## Edit Personal Information

To edit your personal information:

1. Click **Account** in the top-right corner of the MyLab / Mastering courses page.
2. Enter your username and password.
3. Click **Sign In** to open the Pearson Account Profile page.
4. On the **Account Info** tab, you can edit your Account information. On the **Purchase History** tab, your Pearson MyLab and Mastering products and subscriptions are listed.

## Change to a Different Section

You can switch to a different section of your course if you need to change your schedule, are retaking a course, or are using the same textbook for a course delivered over more than one semester.

To change to different section:

1. Go to [www.pearson.com/mylab](http://www.pearson.com/mylab) and sign in.
2. On your My Courses page, select **Enroll in a Course** above your course listings.
3. Enter the Course ID for the section you want and select Continue.

## Get More Help

If you need help, you have many options:

- To get help on a page you are using, click the help question mark icon **?** at the top right of the page you are on.

- To get general help on the use of the MyLab, click on Help & Support in the upper right-hand corner of the screen.

This website has many useful pages where you can watch tours to learn more about using MyLab.

- To get **Pearson Technical Support**, go to <https://support.pearson.com/getsupport>
- Here you can conduct a search, initiate a chat with a technical agent, OR find the phone number for your respective product.