Notes on Registering/purchasing an access code.

➡ When you click on *any* link inside the course (Concepts, Word, Excel, Access, PowerPoint) for the first time the link takes you out to Cengage (third party) it will ask you to register. *Register as a NEW USER*.

➡ Provide the information ask for. HINT: "*IF*" you are already registered in a Cengage database in another course it is much simpler for you to just use another email address than confuse the issue.

Once registered it will ask you for an access code

- Here "IF" you purchased the code at the bookstore you will use the access code you purchased *OR*

- You can purchase ($95) the access code directly from Cengage at this time with a credit card and an access code to the digital ebook/SAM will be immediately sent to the email address you provide (if you do this and do not see it, look in SPAM or Junk Folder) *OR*

Continue in the class for a set time known as a "grace period" until you put in a credit card number for the access code.

Generally speaking:

- For a 4-week class you would get 4 days for a grace period.

- For a 16-week class you would get 16 days for a grace period.

- For a 12-week class you would get 12 days etc.

- If you use the "grace period" be sure to go back and purchase the product or your work/grades will be blocked by Cengage.

Do Not Wait!

- Do not wait till the last minute to register and get your access code. If you have any problems registering please put in a ticket under the Cenage Technical Support on the left side of the class screen under the Table of Contents. After you place a ticket for what ever problem you may have you will be given an case number and an 800# to call. The case number you provide has already supplied the help desk with your version of browser, operating system etc. so they can help you.

- Again, do not wait until the last minute.