

## REGISTRATION AND LOGIN

### HOW TO REQUEST ACCESS:

Go to [www.mycanadiancomplab.ca](http://www.mycanadiancomplab.ca)

Click on *Instructors* in the "Register or Buy Access" box

Click *I need to request access*

Choose the option that best describes your institution (e.g., "Two- or four-year college or university)

Enter your email address in the fields provided

Toggle *Yes, Agree to Terms*

Fill out the required fields in **Step 3** and click *Submit*

Alternatively, you can request access from your sales rep.

Don't know your sales rep? Find out at [http://www.pearsoned.ca/highered/main\\_content/repfinder/index.html](http://www.pearsoned.ca/highered/main_content/repfinder/index.html)

### HOW TO REGISTER A INSTRUCTOR ACCESS CODE:

- Go to [www.mycanadiancomplab.ca](http://www.mycanadiancomplab.ca)
- Click on *Instructors* in the "Register or Buy Access" box
- Click *I already have an access code*
- Click *I accept* after reading the Pearson License Agreement and Privacy Policy
- Do you have a Pearson Education account?
  - If Yes - fill in your username and password (TIP! Choosing Yes and using your existing account will allow you to use the same username and password you use for your other Pearson products)
  - If No - Create a username and password per the guidelines provided
  - If Not Sure - Enter your email address and click *Search*
- Enter your access code and click *Next*
- Check or enter required information in the appropriate fields
- Review and print your Confirmation and Summary page (a confirmation will also be sent to your email address)

### HOW TO LOGIN:

- Go to [www.mycanadiancomplab.ca](http://www.mycanadiancomplab.ca)
- Click on *Login* in the "Returning Users" box
- Enter your **Login Name** and **Password** in the fields provided
- Click *Login*

**TIP!** Be sure to take note of your username and password--write them down or save them on your computer in a place you will not forget

## GETTING STARTED

### HOW TO CREATE A COURSE:

- Click *Create a Course*
- STEP 1 - Choose your course type
  - Use a generic course or the default course for your textbook (most popular choice)
  - Copy or link to a course from your course list (allows you to copy one of your previously created courses)
  - Copy or link to a course from the public course list (allows you to copy other instructor's courses)
  - Depending on your choice in Step 1, find your product or course to copy/link.  
(TIP! View all courses in a list or search by author, ISBN or title)
  - Toggle your selection and click *Continue*
- STEP 2 - Define your settings
  - Enter a course title
  - Enter a section name  
(TIP! Include section number, days of week and time to make it easy for students to find your course)
  - Enter start date
  - Enter end date (NOTE! Your course will be archived at midnight on your end date)
  - Choose your time zone and click *Continue*
- STEP 3 - Set access properties
  - Make course available to students - Set on *Yes* unless you want to limit access
  - Set a password - Optional setting and not necessary for most courses
  - Enable Pearson Tutoring - *Yes* to give students access to 24/7 tutoring; *No* to hide
  - Enable Noodle Bibliography Builder - *Yes* to give students access to notetaking and citation tools; *No* to hide
- STEP 4 - Course copy properties
  - Make course public - *Yes* to allow other MCCL instructors to copy your course
  - Course copy availability - *Available for copy* means settings can be changed once copied. *Available for link* means settings are determined by the master course and cannot be changed.

### HOW TO CREATE AN ASSIGNMENT:

- Click on the *To Do* tab
- Click *Create Assignment*
- Choose the type of assignment you'd like to create (Composition, Collaboration, Peer Review, Portfolio, Skill Building or Diagnostics)
- Click *Continue*
- Follow the remaining steps to complete the assignment details, including title, prompt, start date, end date and other information as appropriate (NOTE! Each assignment requires different information but use the same intuitive wizard to build assignments)

### NEED HELP?

<http://247pearsoned.custhelp.com>

Search frequently asked questions.  
Chat on-line with a live representative.  
Ask a question and receive a response within twenty-four hours.