

# ***Student's Guide***

## **REGISTERING FOR TEACHINGLAW.COM**

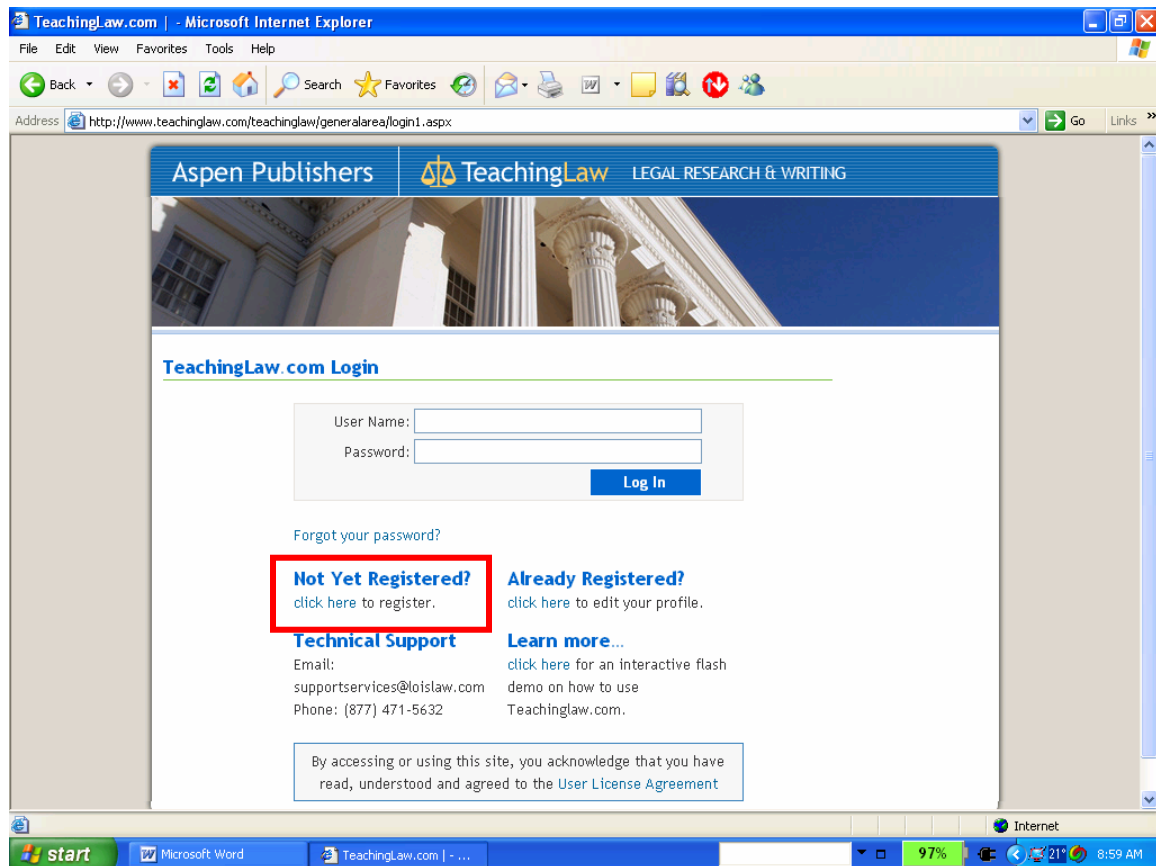
The registration process for TeachingLaw.com is accomplished through the Aspen Publishers e-commerce website, which can be reached through the login page at <http://www.teachinglaw.com>.

### **What you will need to LOGIN:**

1. The **Class ID\***
2. A **credit card**
3. A connection to the **Internet**
4. **5-10 minutes** to walk through a profile setup and e-commerce checkout

### **Step 1**

Start at the TeachingLaw.com homepage, <http://www.teachinglaw.com>. Click **LOGIN TO THE BOOK**, and then **click here to register**, as shown below.



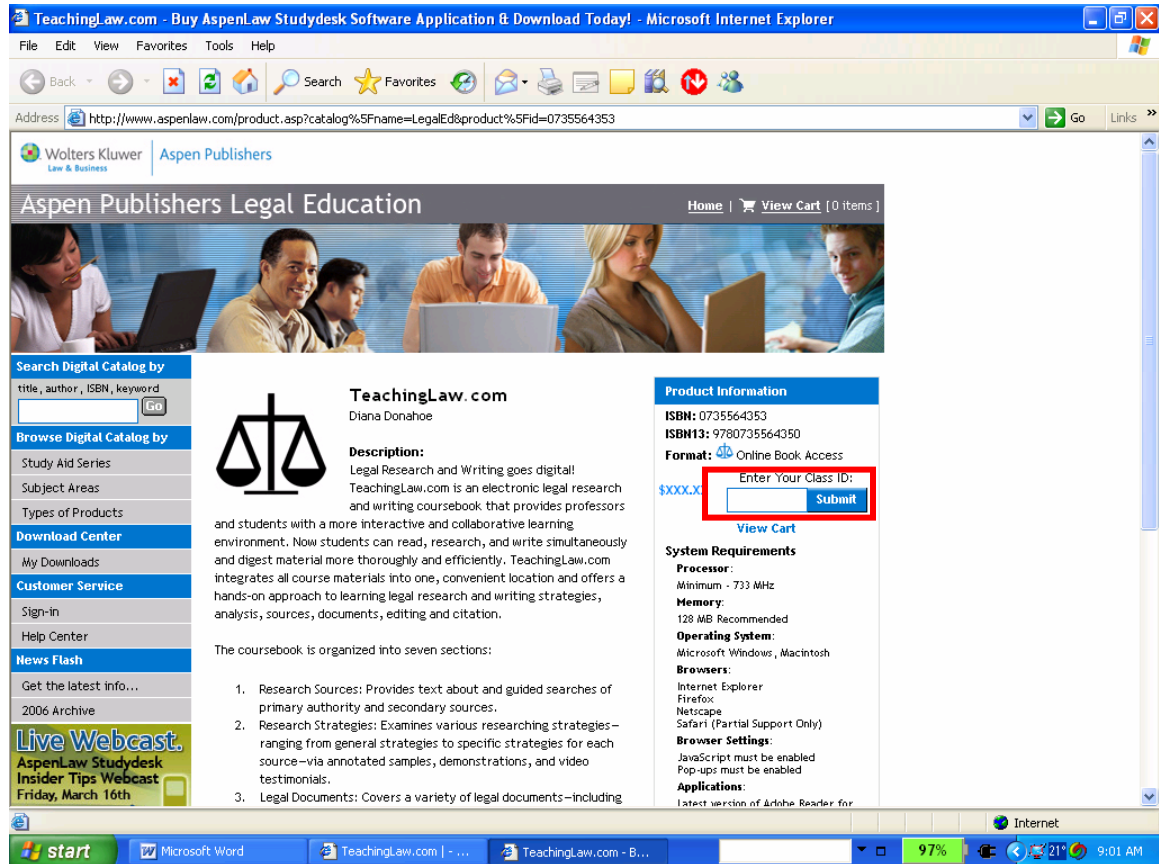
\*Your Class ID will be provided by your professor. It is the number that TeachingLaw.com associates with the Workspace for your class.

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### Step 2

A new window opens launching the Aspen Publishers e-commerce website ([www.aspenlaw.com/teachinglaw](http://www.aspenlaw.com/teachinglaw)).



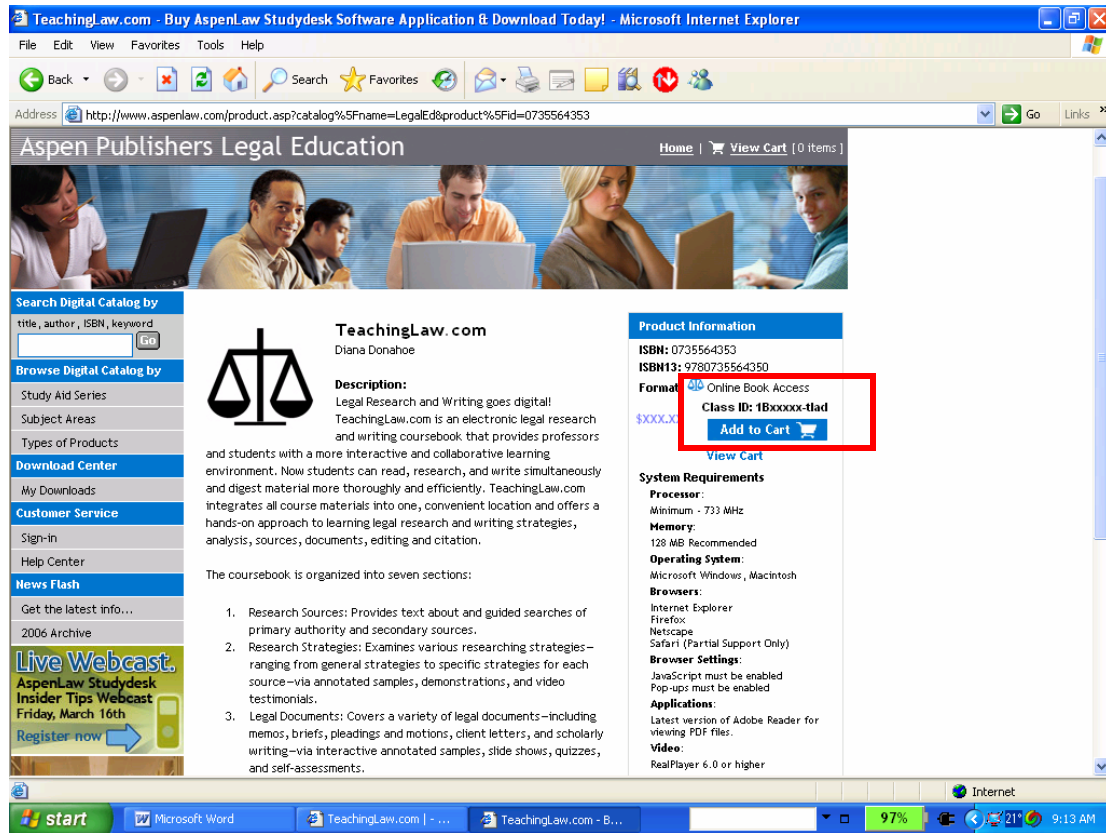
Enter your Class ID where shown here and click **Submit**.

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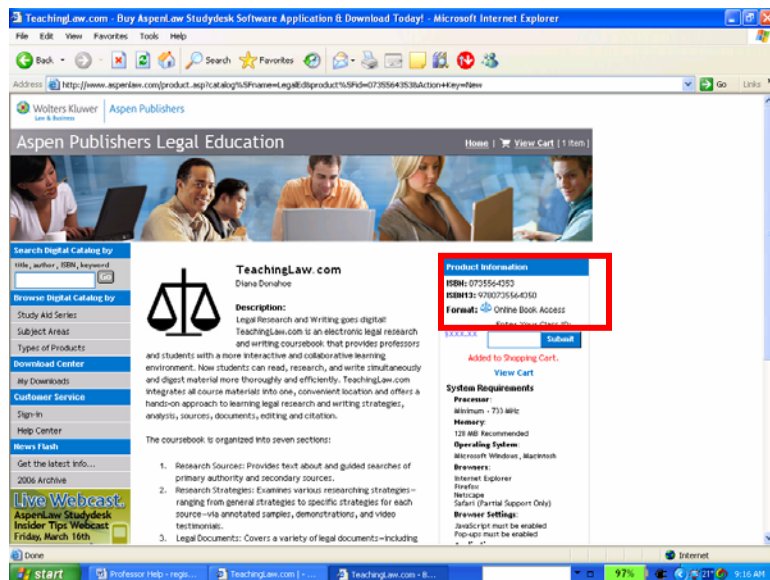
## REGISTERING FOR TEACHINGLAW.COM

### Step 3

A confirmation page with your Class ID shown and an "Add to Cart" button is generated.



Click **Add to Cart**, as shown above, and the page is refreshed, confirming that the class has been added to your shopping cart, as shown to the right.



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### Step 4

Click **View Cart** from the top-right corner of the screen or below the Class ID field. This takes you to your shopping cart, where you confirm the information and click **Continue to Checkout**. A pop-up prompts you to click **OK** to view pages over a secure connection.

The screenshot shows a web browser window titled "Your Shopping Cart - Microsoft Internet Explorer". The address bar shows "http://www.aspenlaw.com/basket.asp". The page header includes "Wolters Kluwer Law & Business" and "Aspen Publishers". Below the header is a banner image of several people working on laptops. The main content area is titled "Your Shopping Cart" and contains a table with the following items:

Product	Unit Price	Total Price	Remove
<b>TeachingLaw.com</b> Diana Donahoe ISBN: 0735564353 ISBN13: 9780735564350 Format: Online Book Access Class ID: 9 XXXXX tlad	\$XXX.XX	\$XXX.XX	X
<b>Order Sub-Total:</b>		\$XXX.XX	

Below the table, there are two buttons: "<< Continue Shopping" and "Continue to Checkout >>". The "Continue to Checkout >>" button is highlighted with a red box.

The left sidebar contains links for "Search Digital Catalog by", "Browse Digital Catalog by", "Download Center", "Customer Service", and "News Flash". The bottom of the page features a "Live Webcast" section for "AspenLaw Studydesk Insider Tips Webcast" on Friday, March 16th.

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### Step 5

After continuing to the checkout, you are taken to the online e-commerce page where you need either to create your Aspenlaw e-commerce profile as a new customer or to enter your existing information (e-mail address and password). You can click the **Forgot your password?** link for assistance in recalling your password.

Sign-in - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://www.aspenlaw.com/login/login.asp?redir=services%2Fcustomer%2Faccount%2Easp&checkout=1> Go Links

Wolters Kluwer Law & Business Aspen Publishers

Aspen Publishers Legal Education Home | View Cart [1 item]

Search Digital Catalog by title, author, ISBN, keyword

Browse Digital Catalog by Study Aid Series Subject Areas Types of Products

Download Center My Downloads Customer Service Sign-in Help Center News Flash Get the latest info... 2006 Archive

Live Webcast. AspenLaw Studydesk Insider Tips Webcast Friday, March 16th

Sign-in & Register Mailing & Billing Information Payment & Place Order Thank you Very Much!

Sign-in to this website to order, or register to receive information about Aspen Publishers' digital products. For printed versions of our publications, please order through: [lawschool.aspenpublishers.com](http://lawschool.aspenpublishers.com)

**New Customers**

New to this site? Enter your email and a preferred password to get started.

Email Address:

Confirm Email Address:

Password:  7-14 chars.

Confirm password:

**Submit** **Reset**

**Existing Customers**

If you've shopped with us before, enter your email and password to continue.

Email Address:

Password:

**Submit** **Reset**

[Forgot your password?](#)

Note: If you have already purchased products from the Aspen Publishers e-commerce website, you will have a pre-existing profile and you may simply enter your e-mail and password. This will take you to the Mailing and Billing process. (See Step 6.)

If you do not have a profile on the site, you will need to complete the "New Customers" information and click **Submit** as noted above. New users will complete the user profile form and click **Continue** to confirm the profile information and continue to the Mailing and Billing Information screen.

http://www.aspenlaw.com/services/customer/account.asp?checkout=1 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites

Address <https://www.aspenlaw.com/services/customer/account.asp?checkout=1> Go Links

Wolters Kluwer Law & Business Aspen Publishers

Aspen Publishers Legal Education Home | View Cart [1 item]

Search Digital Catalog by title, author, ISBN, keyword

Browse Digital Catalog by Study Aid Series Subject Areas Types of Products

Download Center My Downloads Customer Service Sign-in Help Center News Flash Get the latest info... 2006 Archive

Live Webcast. AspenLaw Studydesk Insider Tips Webcast Friday, March 16th

Sign-in & Register Mailing & Billing Information Payment & Place Order Thank you Very Much!

**Your Profile**

General Information

- Email:
- User password:  **Change**
- First name:
- Last name:
- School currently attending:
- Graduation Month:
- Graduation Year:
- Receive Aspen promotions? ☒

**Back** **Continue >>**

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### Step 6

Complete the Mailing and Billing Information process by providing the correct name and address information in the fields provided. When the fields are completed, click **Submit**.

The screenshot shows the Aspen Publishers Legal Education website in Microsoft Internet Explorer. The browser's address bar displays the URL: [https://www.aspenlaw.com/newaddr.asp?address\\_type=1&action=add&count=0&checkout=1](https://www.aspenlaw.com/newaddr.asp?address_type=1&action=add&count=0&checkout=1). The page features a navigation bar with links to Home, View Cart (1 item), and a search bar. Below the navigation bar is a banner image of students working on laptops. The main content area is titled 'Add a New Address' and contains a form with the following fields:

- \* Address Label:  (Ex. Home, School, Office, etc.)
- \* First Name:
- \* Last Name:
- \* Address Line 1:
- Address Line 2 (optional):
- \* City:
- State/Province:
- (\* Required for US and Canada):
- \* ZIP/Postal Code:
- \* Country/Region:

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'. The 'Submit' button is highlighted with a red box. Below the form, there is a note: '\* = required field'.

The taskbar at the bottom of the screen shows the Start button, several open applications (Microsoft Word, TeachingLaw.com, and the current browser window), and system icons including a battery level at 97% and the time 9:37 AM.



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### Step 7

When you submit your user profile, the Payment and Place Order screen will open for entry of your credit card information in the indicated fields and for placing your order. You must check the box to agree to the site "Terms and Conditions" and then click **Place Your Order** to complete the transaction, as shown below.

**Payment Information - Credit Card - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <https://www.aspenlaw.com/summary.asp?checkout=1>

Register Information Place Order Very Much!

**Order Summary**

Billing Address		Mailing Address	
Student Name	130 Turner st	Student Name	130 Turner st
	Waltham, MA		Waltham, MA
	02453		02453
	United States		United States

Product	Unit Price	Total Price
TeachingLaw.com		
ISBN: 0735564353 ISBN13: 9780735564350	\$XXX.XX	\$XXX.XX
Format: Online Book Access		
Order Sub-Total:		\$XXX.XX
Tax:		\$0.00
Order Total:		\$XXX.XX

**Payment Information - Credit Card**

Card Type: Select One

Exp. Month: Select One

Exp. Year: Select One

Card Security Code: What's This?

☐ I agree to the site [Terms and Conditions](#)

**Place Your Order**

VeriSign Secured

NOTE: You will receive an e-mail confirmation of your order, and you can return to [www.aspenlaw.com](http://www.aspenlaw.com) at any time to change your password or review your account.

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### **Step 8**

Upon completion of your order, a link will appear on the confirmation page that you can click to go back to [www.TeachingLaw.com](http://www.TeachingLaw.com), or you can simply close the e-commerce website window and return to the [www.TeachingLaw.com](http://www.TeachingLaw.com) Login page (still open in the background).

You will use your e-mail/username and password from your Aspenlaw.com e-commerce website profile ([www.aspenlaw.com](http://www.aspenlaw.com)) to access TeachingLaw.com.

The screenshot shows a Microsoft Internet Explorer browser window displaying the TeachingLaw.com login page. The address bar shows the URL: <http://www.teachinglaw.com/teachinglaw/generalarea/login1.aspx>. The page header includes "Aspen Publishers" and "TeachingLaw LEGAL RESEARCH & WRITING". The main content area is titled "TeachingLaw.com Login" and features a login form with fields for "User Name:" and "Password:", followed by a "Log In" button. Below the form, there are links for "Forgot your password?", "Not Yet Registered? click here to register.", and "Already Registered? click here to edit your profile." There is also a "Technical Support" section with contact information: Email: [supportservices@loislaw.com](mailto:supportservices@loislaw.com) and Phone: (877) 471-5632. A "Learn more..." link is provided for an interactive flash demo. At the bottom, a disclaimer states: "By accessing or using this site, you acknowledge that you have read, understood and agreed to the User License Agreement". The Windows taskbar at the bottom shows the Start button, open applications (Microsoft Word, TeachingLaw.com), and system tray information (97% battery, 8:59 AM).

TeachingLaw.com | - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <http://www.teachinglaw.com/teachinglaw/generalarea/login1.aspx> Go Links

Aspen Publishers TeachingLaw LEGAL RESEARCH & WRITING

**TeachingLaw.com Login**

User Name:

Password:

**Log In**

[Forgot your password?](#)

**Not Yet Registered?**  
[click here to register.](#)

**Already Registered?**  
[click here to edit your profile.](#)

**Technical Support**  
Email: [supportservices@loislaw.com](mailto:supportservices@loislaw.com)  
Phone: (877) 471-5632

**Learn more...**  
[click here](#) for an interactive flash demo on how to use Teachinglaw.com.

By accessing or using this site, you acknowledge that you have read, understood and agreed to the [User License Agreement](#)

start Microsoft Word TeachingLaw.com | ... 97% 21° 8:59 AM

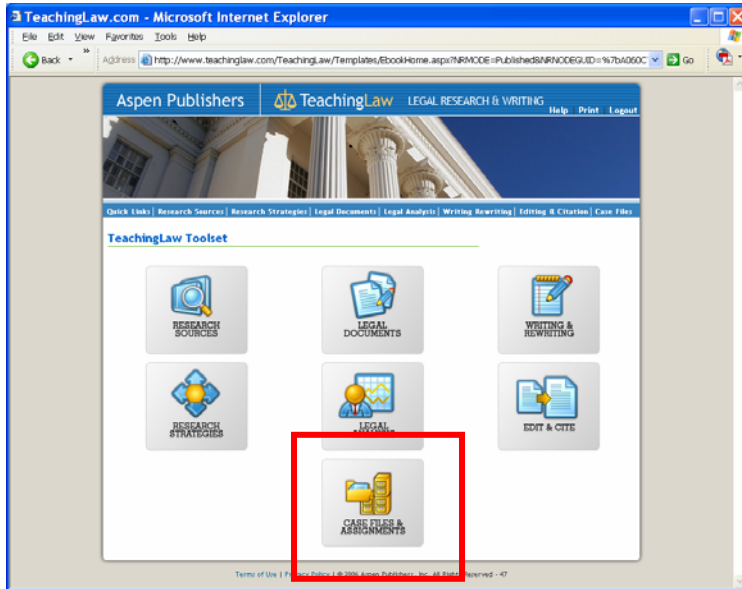


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### Step 9

Upon logging in, you will find the TeachingLaw.com main screen.



From here, click on **Case Files & Assignments** for your specific workspace, as shown below.

