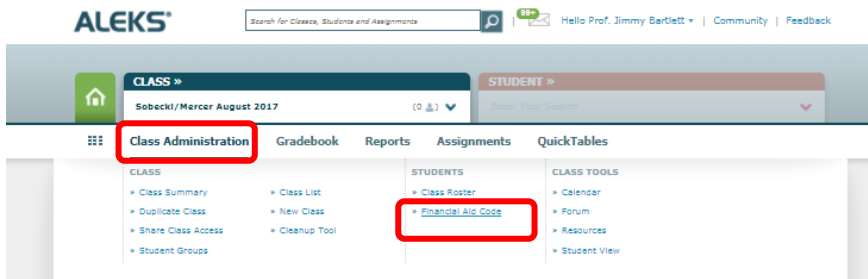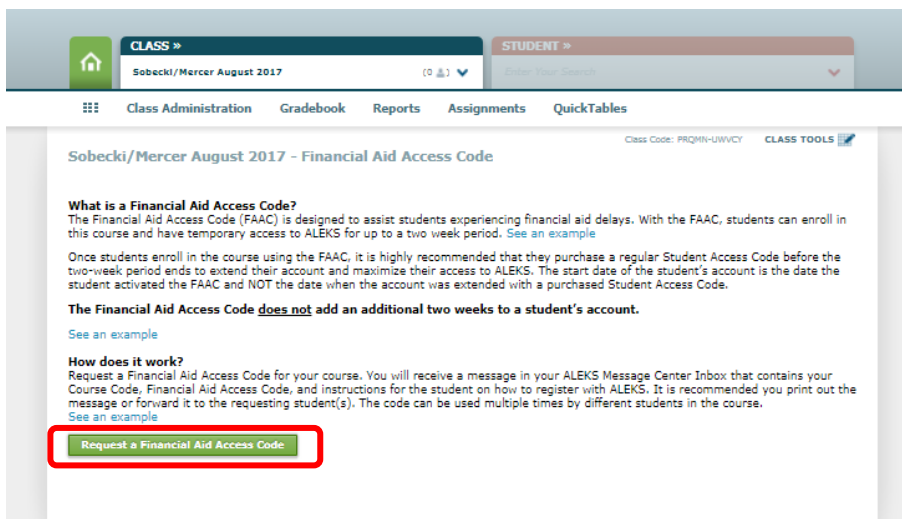# Courtesy access to start an ALEKS course

The Courtesy Access method for ALEKS is called a Financial Aid Access Code (FAAC) and it allow students in each section to be allowed to join a class without purchasing through ecommerce, or having an Access Code from the bookstore.
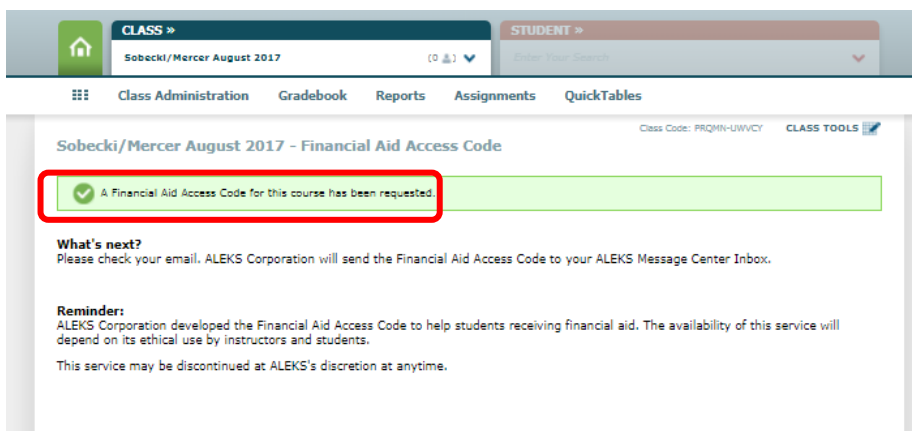
1. That process is easily executed by the faculty using a link to the FAAC process that is available from the Class Administration drop-down while on the Class Dashboard as the screen below shows the Financial Aid Code as seen in the STUDENTS column of options that appear when the instructor clicks on the Class Administration drop-down.

2. The instructor should see a screen like the one below when they click on the Financial Aid Code link.

3. Clicking on the Green button for "Request a Financial Aid Access Code" will return a page that looks like the one below:

4. This is then followed by an ALEKS Message delivered to the ALEKS Inbox (and that is forwarded to the instructor email if their profile is set up to auto-forward messages. The message is COURSE Specific, as is the FAAC that is shown on the below example.

Subject: Financial Aid Access Code for Sobecki/Mercer August 2017 / Math Literacy
Date: 01/24/2018 10:53:06 AM EST
From: ALEKS
To: Prof. Bartlett;

Reply   Reply All   Forward

This message contains the Financial Aid Access Code requested for Sobecki/Mercer August 2017 / Math Literacy.

Instructors: Please forward or print this email to share with the student(s) requesting assistance. For more information on the steps a student should follow to use the FAAC and extend their ALEKS accounts uninterrupted, please reference the attached documentation.

Instructions for the student:

Your **Course Code** is: PRQMN-UWVCY

Your **Financial Aid Access Code** is: B5830-50635-C4215-C64B4

The Financial Aid Access Code does not add an additional two weeks to your account.

NOTE: This code gives you temporary access to ALEKS for a two-week period. Once the code expires, you will be locked out of your ALEKS account until you purchase a regular Student Access Code. **It is highly recommended that you purchase the Student Access Code BEFORE the two weeks expire** to prevent interruptions with your ALEKS account.

1. To log into ALEKS using the Financial Aid Access Code, go to: http://www.aleks.com.

2. Click on the "**SIGN UP NOW!**" link located under the login box on the left of the page.

3. Enter your **Course Code** in the box labeled "**Using ALEKS with a Class?**" and click on "Continue."

4. Verify that you are registering for the correct course and click on "**Continue.**" Enter the 20-character Financial Aid Access Code.

5. Continue with the registration process until your account has been set up successfully.

6. After you complete your account set up you will be logged into ALEKS and can immediately begin working in the course.

7. You can extend your ALEKS account at any time by clicking on "extend your account" and entering a purchased Student Access Code. If your temporary access expires before you purchase a Student Access Code, simply log in to ALEKS and you will be directed on how to extend your current account. You will then be able to continue your course where you left off before the temporary access expired. **You do NOT need to create a new ALEKS account to continue your course.**

Enjoy your course.

Reply   Reply All   Forward

Attachments:
FAAC_Activation_and_Extension_Steps_for_Students.pdf (240 KB)

5. You can also see that the attachment is a PDF of instructions for a student to use the FAAC.
6. Access through the FAAC allows the student to begin working immediately, but is best used by distributing it on an as-needed basis to students that really need time to allow for Financial Aid to become available, or that MUST purchase through the bookstore.
7. Access is NOT free EXTRA time, just courtesy access that will carry that START Date into the expiration date calculated when an access code is redeemed.
8. The two week period will have reminders for the student that their time is XY days from expiring that counts down to expiration of the FAAC. Once it expires, the student will not be able to access ALEKS until they have submitted or purchased an access code.