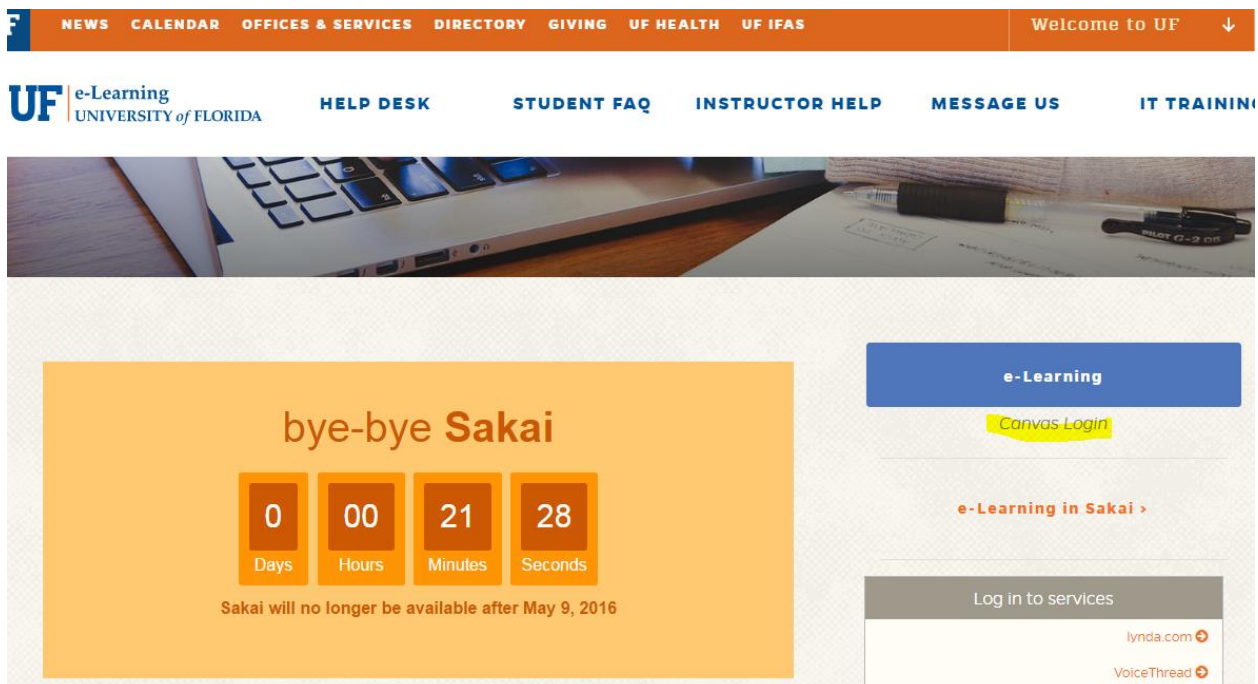


STUDENT REGISTRATION INSTRUCTIONS FOR CANVAS INTEGRATED Mastering COURSES

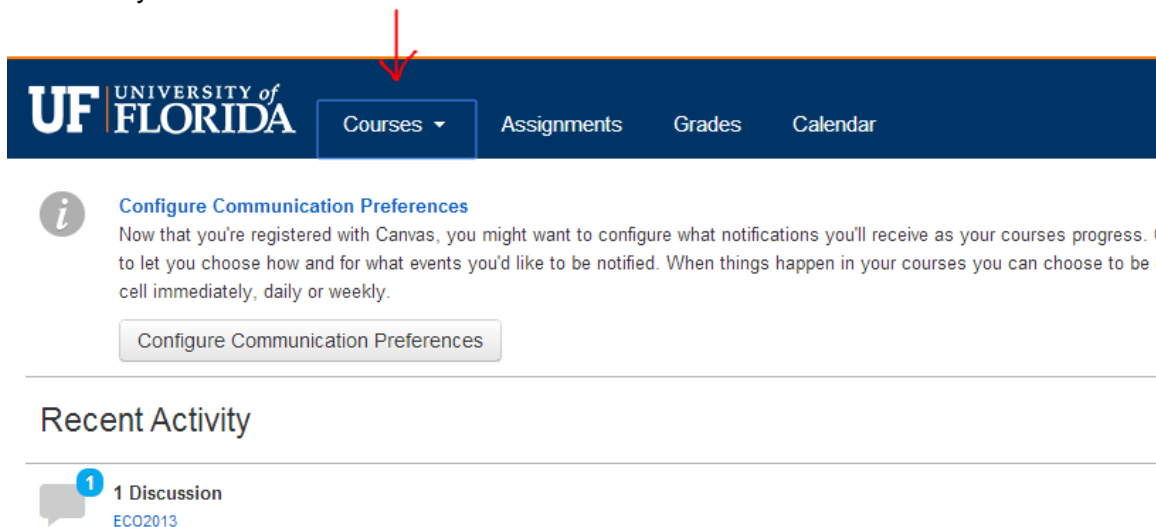
1. Go to <http://elearning.ufl.edu/> and click e-Learning in Canvas

***Please note, access codes obtained through authorizing charges to your student financials account are provided at a discounted price. You must authorize charges on or before Date,2016. If you do not wish to authorize charges to your student financials account or if it is after Date,2016, you may purchase an access code at the bookstore instead.**

***If you wish to purchase a print text you may also purchase those at the bookstore at a discounted price.**



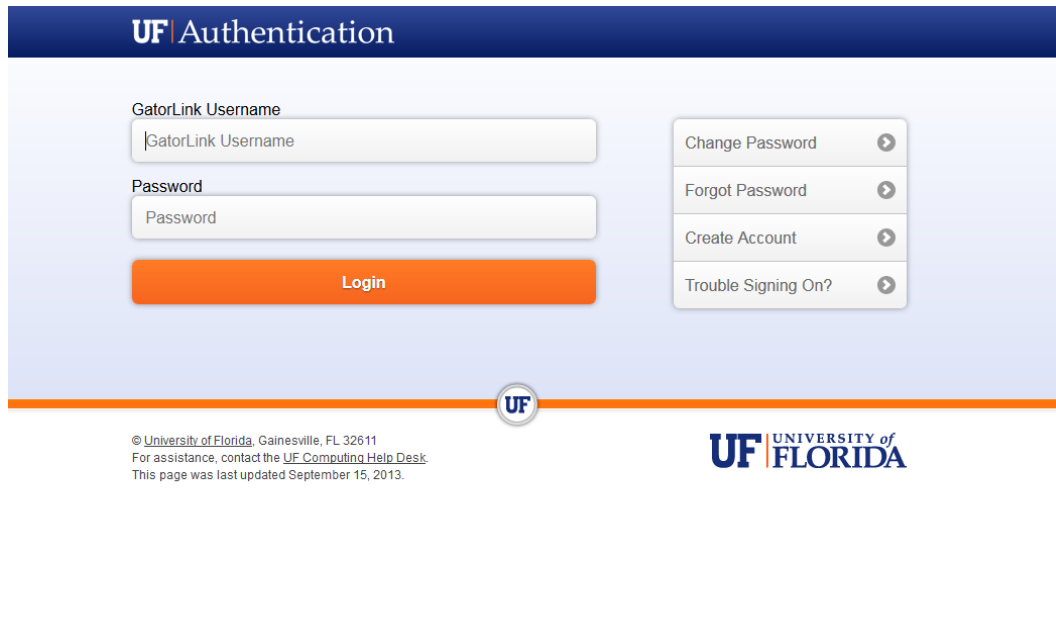
2. Locate your course



3. Click on the following link

<https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>

- This prompts you to log in with your GatorLink account


The image shows the UF Authentication login page. At the top, there is a dark blue header with the text "UF Authentication". Below this, the page has a light blue background. On the left side, there are two input fields: "GatorLink Username" and "Password". Below these fields is an orange "Login" button. On the right side, there is a vertical list of links: "Change Password", "Forgot Password", "Create Account", and "Trouble Signing On?". Each link has a right-pointing arrow icon. At the bottom of the page, there is a small circular "UF" logo in the center. To the left of the logo, there is small text: "© University of Florida, Gainesville, FL 32611", "For assistance, contact the UF Computing Help Desk", and "This page was last updated September 15, 2013." To the right of the logo is the "UF UNIVERSITY of FLORIDA" logo.

4. Students are shown a list of classes in this program in which they are enrolled, with the prices. They are given the option to authorize charges.

5. Students should click the **Opt-in button** next to the class they trying to access to.

6. Students then need to click the button below to authorize the charges.

****Please see the screen shot below****



CHOOSE AN OPTION: ▼ Go!

Central

[Podcast](#), [Location & Contact](#), [Mission & Vision](#)

Services

[Hours](#), [Mission & Vision](#), [Reactivate Lost Card](#), [Learning Gator 1 Card](#), [Cards](#), [Photo Services](#), [Staff Authorization](#)

Vending Services

[Vending Services](#), [Open an Account](#), [Report a Problem](#)

Linking

[Links](#), [Locations](#), [Menus](#)

store

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:

Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00		<input type="checkbox"/>
SPRING 2016	GEB3373	Capsim	\$54.00		<input type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☐ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$0.00 Opt-In

9. Then click the Opt-In button next to the "Amount to Charge"

10. The **access** code is now displayed ******Note: copy this code onto your clipboard**

CHOOSE AN OPTION: ▼ Go!

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:


Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00		<input checked="" type="checkbox"/>
SPRING 2016	GEB3373	Capsim	\$54.00		<input checked="" type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☒ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$144



CHOOSE AN OPTION:
Go!

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:

Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00	XXXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX	Opted-In!
SPRING 2016	GEB3373	Capsim	\$54.00	XXX-XXXXXXXXXXXX	Opted-In!
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☒ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$

Thank you for opting in! Refer to the table above under the column "Code" for your Access Codes.

Copy the code to your clipboard!

****Late enrollment information may lag behind by a day or so. If no enrollment is found for the student, please try again the next day. ****

11. If a student has received their course materials through the Opt-in process in previous semesters. They will see a screen similar to this.



CHOOSE AN OPTION: ▼

Central

[Podcast](#), [Location & Contact](#), [Mission & Vision](#)

Services

[Hours](#), [Mission & Vision](#), [Activate Lost Card](#), [Lending Gator 1 Card](#), [Records](#), [Photo Services](#), [Staff Authorization](#)

Vending Services

[Vending Services](#), [Open an Account](#), [Report a Problem](#)

Printing

[Printing Services](#), [Locations](#), [Venues](#)

Store

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:

Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00		<input type="checkbox"/>
SPRING 2016	GEB3373	Capsim	\$54.00		<input type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☐ I authorize the above charges to be posted to my student financials account.

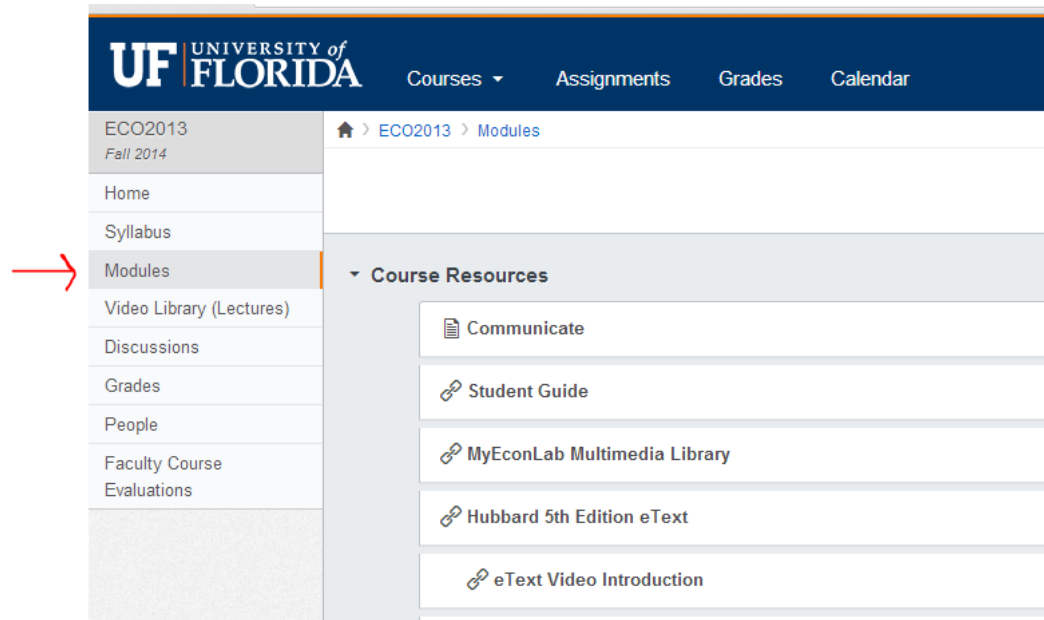
Amount to Charge: \$0.00

Prior Term Codes

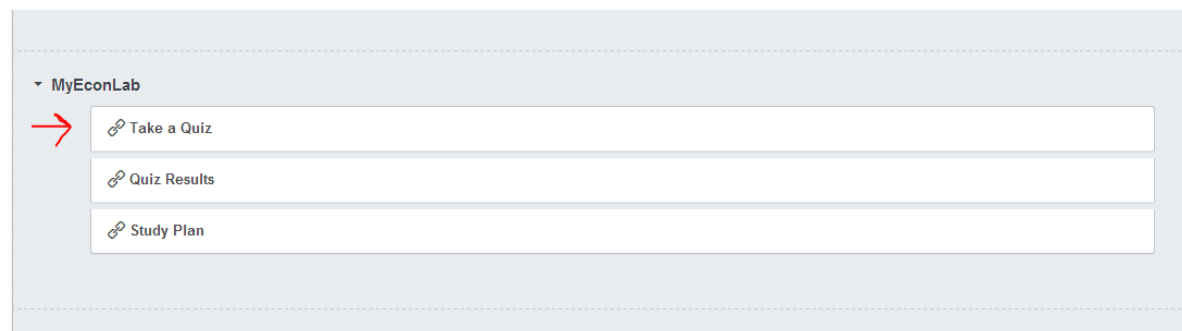
Term	Course	Publisher	Price	Code
FALL 2015	ACG2071	Pearson	105.0000	XXXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX

If you have any issues with this system, please contact us at included@bsd.ufl.edu

12. Continue back into your Canvas course. Click the Modules link.



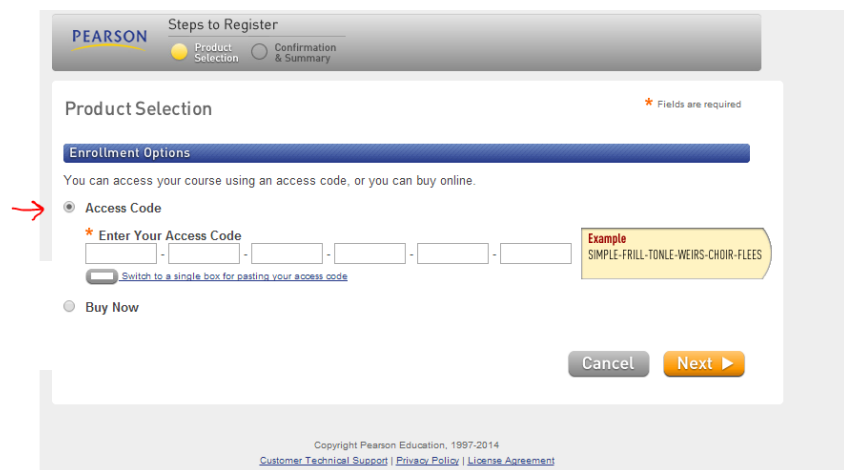
13. Click any MasteringChemistry link, such as Assignments, Course Home, etc.



14. Click “Load MasteringChemistry in a new window”.

15. Agree to the User Agreement, by clicking “I Agree” at the bottom of the page.

16. Make your selection to enter the access code provided or purchase an access code at the University of Florida Bookstore. Click Next. *****Note: Please disregard the option to “Buy Now”**



17. Once you have entered your access code or purchased access, you will receive the confirmation below that you have successfully subscribed to your MasteringChemistry. Click Return to Course.

The screenshot shows the Pearson 'Steps to Register' progress bar with 'Confirmation & Summary' as the final step. The main heading is 'Confirmation & Summary' with a 'Print This Page' button. The text states: 'You have successfully subscribed to a Pearson Education online product. Please [print this page](#) as your receipt.' Below this is a blue bar with 'You now have access to...' followed by 'Canvas Learning Management System' and a 'Return to Course' button. Account details include: Role: Student, Expiration Date: Feb 20, 2017, Section or Module: Canvas Learning Management System, Account ID: 59524697, and Order ID: 130498889. A final blue bar at the bottom says 'About Your Transaction'.

18. At this point you may begin work in your course. Please note, you may need to allow Pop-ups from the MasteringChemistry site if your browser isn't already set to do so.

19. Please remember that there are dedicated tech support websites for UF Students.

*If you are having difficulties **navigating your Canvas course to obtain your access code**, contact the following address:*

included@bsd.ufl.edu

*If you are having difficulties with an **invalid access code**, contact the following address:*

included@bsd.ufl.edu

If you are having technical difficulties with the Pearson MyLab or Mastering products, contact Pearson technical support at <http://247personed.custhelp.com/app> and click "contact us."

Have a wonderful semester and good luck in your course!

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