myitlab Registration Instructions for IT133

Read and follow these directions carefully

1. Start your browser and go to www.myitlab.com. Click the Students button under “First-Time Users”.
   Tip: You may want to add this location as a favorite or bookmark to your Internet browser, which would make it easier for you to return to it.

2. Agree to the License Agreement terms by clicking “I Accept”
3. The first question asks if you already have a Pearson Education Account.
   a.) Select NO.
   b.) You will create a Login Name and Password.
   c.) Use your Kaplan email address as your login name

   **Do you have a Pearson Education account?**

   - Yes
   - No

   **Create a Login Name**
   - Create a login name and password. Choose something that is easy to remember.
   - It is recommended that you use your email address. It must be at least four characters. See acceptable characters.

   **Create a Password**
   - Your password cannot be the same as your login name.
   - Create a password. It must be at least 8 characters with at least one letter and one number. See acceptable characters.

   **Re-type your Password**
   - *Not Sure*

4. Enter your access code found bundled with your textbook and click “Next”
5. Enter your personal information (name, email address, etc.)

6. Select your school country from the drop-down menu; enter your school zip code of 33309;

7. Select Kaplan University from the drop-down School Name menu

8. Select your security question, enter answer

9. Click “Next”

10. You will see your confirmation page showing your login information, and this confirmation page will be emailed to you as well.

11. Click on “Log in Now” and then log in with the login name and password you created.
12. On the Log In page, type the login name and password you just created (You may not need to complete this step. It may automatically log you into the system.)

13. Click Login.

14. A Welcome screen will pop up. Click “Do not display this message again” and then click OK.

15. On the My Courses page click the “Enroll in a Course” button.
16. Type the Course ID of **CRSABZ3-615088** in the Course ID box and click “Submit”.

*Double check that you entered the correct course ID or you will not be able to find your course*

17. On the Confirm Course screen, verify that the Course ID is correct *(Note: Your instructor's name may or may not appear here, that is okay)*

*Click the Confirm button.*
18. On the Summary screen, confirm the information is correct and then click the **Enter Course Now** button to enter your course.

**Summary**

You have successfully subscribed to a Pearson Education online product. You will receive a confirmation e-mail shortly. We encourage you to print this page for your records.

**Login Name and Password**

You will be prompted to enter your Login Name and Password each time you want to access a product listed below.

- **Login Name**: myitlabstudentone
- **Password**: ********

**You Now Have Access To**

- CGS 1060 Section D03181 [CRSAB97-2661], taught by Lisa Strite. Email: lisa_strite@cranhill.com

![Enter Course Now](image)

19. The new course appears in the My Courses list. Click the course name **myitlab for Office 2007** to enter your course.

**My Courses**

The following courses are available to you. Click the course name or select Open from the options menu to open the course you want to work with. To join another course, click the Enroll in a Course button.

- **myitlab for Office 2007**
  - **Course ID**: CRSAB97-38457
  - ![myitlab](image)
Student Technical Support

If you need technical assistance, do not contact Kaplan University Technical Support, please visit http://www.myitlab.com and click on Support on the menu and select Student Support. There you will find a variety of ways to get help with myitlab.