



Student Registration Guide

Getting Started with ISAK – What You Will Need

URL/Web Site Address for ISAK -- Improving Speed and Accuracy in Keyboarding

You will access ISAK at a URL (Web address) that is specific to your school. This URL may be provided to you by your instructor, or in some cases, it may be automatically emailed to you from the ISAK system along with your username and password. This Web site is the log in page for your ISAK account.

If you do not know the ISAK URL for your school, please contact your instructor.

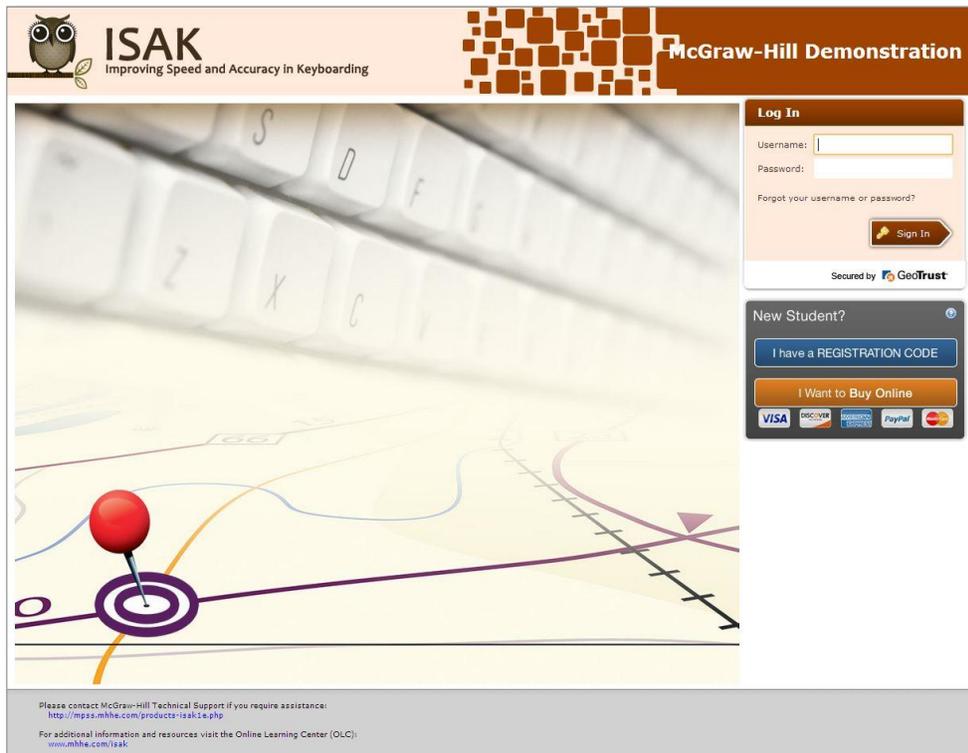


FIGURE 1: ISAK LOG IN PAGE

Username, Password, Registration Code

In order to use ISAK, you must have a username and password, and you must enter a registration code to activate your account.

I don't have a registration code – how do I get one?

If you purchased a textbook for your class, the ISAK registration code is provided with the textbook. The registration code may also be available for individual purchase from your bookstore. In some cases, your instructor may provide the code to you.



How to Register Your Account

Before beginning to use ISAK, you must activate your account with a registration code.

I have a username and password

1. Go to the ISAK URL for your school. Notice that your school name is listed in the upper right corner of the page. Before registering, please verify that you are on the correct ISAK Web site.
2. Enter your username and password in the *Log In* box, and then click the **Sign In** button.
 - If your account is not yet activated with a registration code, the system will prompt you to enter a code now. You cannot use ISAK until your account has been activated with a registration code. Enter the code in the space provided.
 - If your instructor did not already select a class/section for you, the system will prompt you to select a class/section to enroll in. If you are not prompted to select a class/section, your instructor has already done that for you.

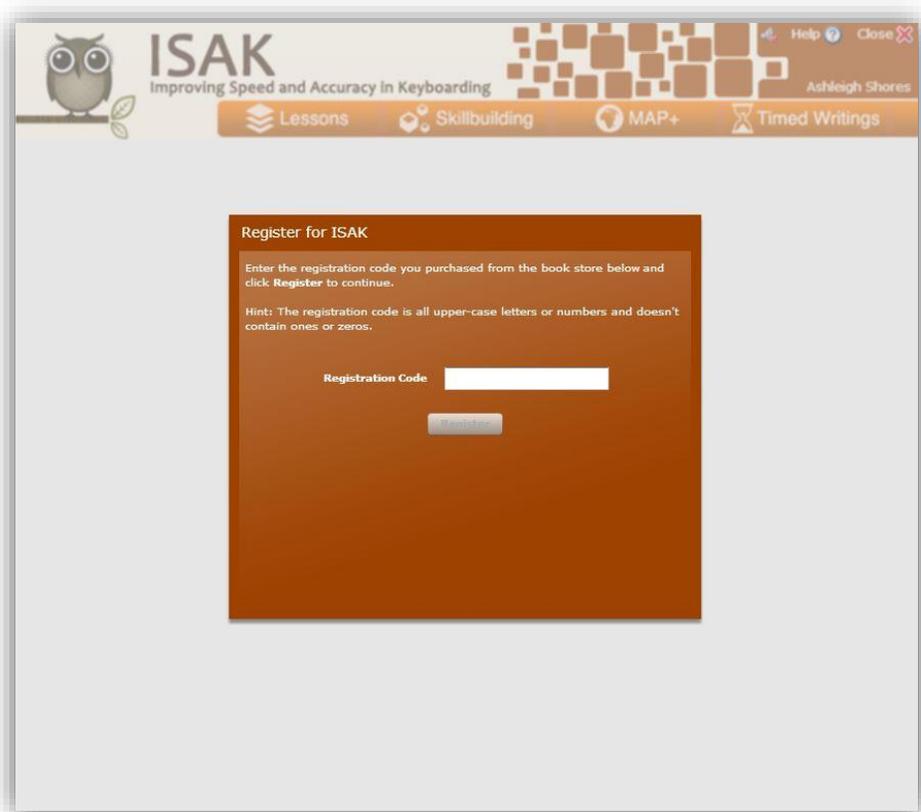


FIGURE 2: REGISTERING



I do not have a username and password

1. Go to the ISAK URL for your school. Notice that your school name is listed in the upper right corner of the page. Before registering, please verify that you are on the correct ISAK Web site.
2. From the ISAK log in page, in the *New Student?* box, click the **I have a REGISTRATION CODE** button to start the registration process. You cannot create your ISAK account without a registration code.

To complete the Registration for ISAK

1. **Verification:** On the next screen, you will be asked about which school you attend. If the school specified is correct, check the **Yes** radio button, and then click the **Next** button. The following screen will ask if you already have a username.
 - If you do not have a username and password, click the **No** radio button, and then click the **Next** button.
 - If you already know your username and password, click the **Yes** radio button, and the system will send you back to the ISAK log in page.

The screenshot shows the ISAK registration process. At the top left is the ISAK logo with the tagline 'Improving Speed and Accuracy in Keyboarding'. To the right is 'MHQA_ISAK'. Below the header is a progress bar with six steps: 1 Verification (highlighted), 2 License Agreement, 3 Enroll, 4 Register, 5 Login Information, and 6 Finished. The main content area contains a text input field with the question 'Do you attend MHQA_ISAK?'. Below the input field are two radio buttons: 'Yes' and 'No'. At the bottom of the page are two buttons: 'Previous' and 'Next'.

FIGURE 3: VERIFICATION PAGE



2. **License Agreement:** The next screen requires you to review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click the **Next** button.
3. **Enroll:** When self-registering, it is important that you enroll in the correct class/section.

If necessary, select the correct campus from the *Campus:* list near the top of the page. Click the **arrow** at the end of the box to expand the list of available campuses, and then click the name of the campus you want. If you cannot find your campus in the list, select **All**.

- a. Next, find the class with the section you are enrolled in, and select it from the list. Click the **Next** button to continue.

Class Name	Section Name
Keyboarding 101	Section A
Keyboarding 101	Section B
Keyboarding 101	Section C
Keyboarding 102	Section A
Keyboarding 102	Section B
Keyboarding 102	Section C
Keyboarding 102	Section D
Keyboarding 102	Section E

FIGURE 4: ENROLL

- If the class/section you selected requires a password for enrollment, you will be prompted to enter the password here.
- b. Enter the password and click **OK**. If the password you entered is correct, you will automatically be directed to the next step.



4. **Register:** Enter your registration code in the space provided, and then click the **Next** button.
5. **Login Information:** To create your ISAK account, enter your first name, last name, email address, and student ID. Enter a username and password, and then click the **Next** button.
 - a. You must choose a student ID and username that are not currently in use.
 - b. It is important to enter a valid email address. The system will use this email address if you forget your username or password.

The screenshot shows the ISAK registration interface. At the top, there is a navigation bar with the ISAK logo and the text 'Improving Speed and Accuracy in Keyboarding'. To the right, it says 'MHQA_ISAK'. Below this is a progress bar with six steps: 1 Verification, 2 License Agreement, 3 Enroll, 4 Register, 5 Login Information (which is highlighted in orange), and 6 Finished. The main content area has a heading 'To complete your account registration, enter the following information and click Next.' followed by two sections: 'Personal Information' and 'Login Information'. The 'Personal Information' section has four input fields: 'First Name', 'Last Name', 'Email', and 'Student ID'. The 'Login Information' section has three input fields: 'Username', 'Password', and 'Confirm Password'. A 'Next' button is located at the bottom right of the form area.

FIGURE 5: LOGIN INFORMATION

6. **Finished:** The final page of registration displays your user account information. After the account has been successfully created, you will not need the registration code again.
 - a. Click the **Finish** button to return to the main log in page where you can now enter your username and password and begin working with the ISAK -- Improving Speed and Accuracy in Keyboarding program.