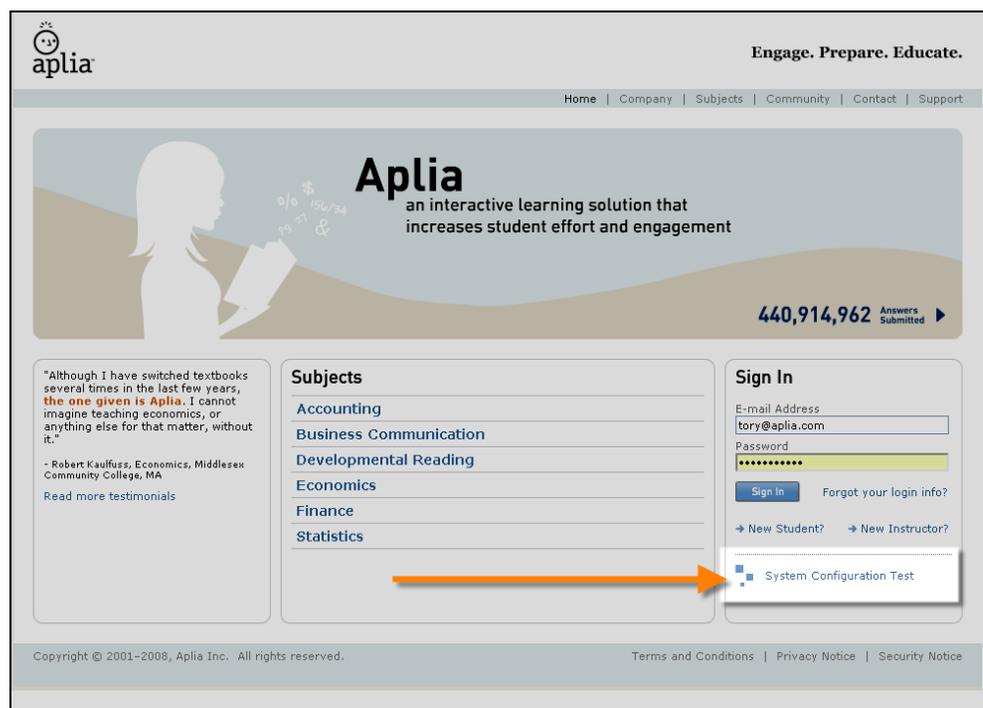


# How do I use Aplia?

1. To get started, navigate to: [www.aplia.com](http://www.aplia.com)
2. Click on the “System Configuration Test”.
  - This runs a series of tests on your browser to ensure that you can access Aplia without any problems.



The screenshot shows the Aplia website homepage. At the top left is the Aplia logo, and at the top right is the tagline "Engage. Prepare. Educate." Below this is a navigation menu with links for Home, Company, Subjects, Community, Contact, and Support. The main banner features a silhouette of a person reading, with the text "Aplia an interactive learning solution that increases student effort and engagement" and a counter showing "440,914,962 Answers Submitted". Below the banner are three columns: a testimonial from Robert Kaulfuss, a list of subjects (Accounting, Business Communication, Developmental Reading, Economics, Finance, Statistics), and a Sign In form. An orange arrow points to a "System Configuration Test" link located below the Sign In form. The footer contains copyright information and links for Terms and Conditions, Privacy Notice, and Security Notice.



# How do I use Aplia?

3. Navigate back to [www.aplia.com](http://www.aplia.com)

## Have you used Aplia before?

→ If Yes:

1. Sign in with the same email address and password you used in your previous Aplia course.
2. Enter the new course key (provided by your professor) to enroll in your course.



# How do I use Aplia?

## Have you used Aplia before?

- If No: follow the steps below to register with Aplia and to enroll in your course:
1. On the Aplia home page, click on the “New Student” link

The screenshot shows the Aplia website home page. At the top left is the Aplia logo, and at the top right is the tagline "Engage. Prepare. Educate." Below this is a navigation menu with links for Home, Company, Subjects, Community, Contact, and Support. The main banner features a silhouette of a student reading a book, with the text "Aplia an interactive learning solution that increases student effort and engagement" and a statistics bar showing "440,915,029 Answers Submitted". Below the banner are three main sections: "Subjects" with a list of subjects (Accounting, Business Communication, Developmental Reading, Economics, Finance, Statistics), "Sign In" with fields for E-mail Address and Password, and "New Student?" and "New Instructor?" links. An orange arrow points to the "New Student?" link. At the bottom of the page is a copyright notice and links for Terms and Conditions, Privacy Notice, and Security Notice.



# How do I use Aplia?

2. Enter the 12 digit alpha-numeric course key provided by your professor, and click continue.



## Student Registration: Step 1 of 4

PLEASE ENTER YOUR COURSE KEY

Course Key:

 -  - 

[What's this?](#)

(For example, ABCD-23M4-EFGH)

Go Back

Continue

# How do I use Aplia?

3. Confirm Course information, and click “Yes - Continue” to continue your registration.



## Student Registration: Step 2 of 4

### CONFIRM COURSE INFORMATION

**School:** Aplia University - Support  
**Instructor:** Support Team  
**Course Name:** Aplia Course - Spring 2009  
**Start Date:** 01/05/2009  
**End Date:** 05/15/2009

Is this the course you wish to enroll in?



# How do I use Aplia?

4. Complete all fields in the registration form, and click “Continue.”

## Student Registration: Step 3 of 4

### E-MAIL ADDRESS

We will never rent, sell, or share your e-mail address with others. Read our [Privacy Policy](#).



You must be able to receive e-mail at this address. [Why?](#)

E-mail Address:

Type it again:

### PASSWORD

Your password must be at least six characters.

Password:

Type it again:

### YOUR NAME

Your name should match the name in your school records.

First Name:

Middle Initial:

 (optional)

Last Name:

### E-MAIL RETRIEVAL / PASSWORD RESET

If you forget your password or e-mail address, we will prompt you for this information.

Date of Birth:

Security Question:

Please select a security question.

Security Answer:

### TERMS AND CONDITIONS

By checking this box, I confirm that I have read and agree to Aplia's [terms and conditions](#).

Go Back

Continue



# How do I use Aplia?

5. Confirm account information, and click “Yes – Continue” to complete your registration.

## Student Registration: Step 4 of 4

### CONFIRM ACCOUNT INFORMATION

**E-mail Address:** MortySmith@aplia.com  
**First Name:** Morty  
**Last Name:** Smith  
**Date of Birth:** 05/17/1987  
**Security Question:** What is the name of your first employer?  
**Security Answer:** Starbucks

Is all of the above information correct?

No - Go Back

Yes - Continue



# How do I use Aplia?

## 6. Complete payment information to access your course:

### Student Registration: Complete

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Congratulations! You can now access your Aplia Course.

There are two more things you'll need to complete **before the end of the day on Sunday, January 25, 2009:**

#### E-MAIL VERIFICATION

Verify the e-mail address you registered with.

Aplia has sent you an e-mail that tells you how to verify your e-mail address. Open the e-mail and follow the instructions.

Be sure to check your spam folder in case Aplia's e-mail is treated as spam.

[Why do I need to verify my e-mail address?](#)

#### PAYMENT

Submit a payment to Aplia.

#### What would you like to do?

- Pay for my course now.
- Go to my course. I'll pay later.

Continue



# How do I use Aplia?

**Sign In**  
Whenever you sign in, you'll be taken to your home page. Be sure to verify your e-mail address and pay for Aplia by the specified date.

**Announcements**  
Check for recent announcements from your instructor

**Assignments**  
Check for upcoming assignments. Click the yellow Assignments tab (upper right) to view all course assignments.

**Aplia Support**  
Please contact Aplia's Support Team with all Aplia-related questions

**My Account**  
Click the My Account tab to change your password and other information

The screenshot displays the Aplia user interface for a course titled "Aplia Course - Spring 2009". At the top, there is a navigation menu with tabs for "Home", "Assignments", "Discussion", "Course Materials", and "My Account". The "Assignments" tab is highlighted in yellow. The main content area is divided into several sections: a warning icon indicating that records need to be completed, with links to "Verify your e-mail address" and "Pay for your Aplia course"; an "Announcements" section with no announcements to display; a "Current Assignments" section with no assignments due for the next two weeks; and a "Course Materials" section. On the right side, there is a sidebar with "Account and Course Information" (Name: Morty Smith, E-mail: MortySmith@aplia.com, Time Zone: Pacific Standard Time, Course: Aplia Course - Spring 2009, Instructor: Support Team), "Contact Support" (with a "GO" button), and "Subscriptions" (with a "GO TO SUBSCRIPTIONS" button). The page also includes a "Welcome, Morty Smith!" message and a "12.29.08" date indicator.

