Class Name: OCEA 01  Class Key: F33995H549

You will need:
+ Class Key (from your instructor)
+ Connection to the Internet
+ Enrollment Code/coupon (from your new McGraw Hill textbook or your school bookstore) or
+ Method of Payment (Credit card or personal check)

Enrolling through CPSOnline
If you enroll through CPSOnline, you will first need to setup a CPSOnline account.

Create an Account
2. Click on the Students link at the top left of the window.
3. Select your school or university from the drop-down menu.
4. Click Choose Site.
5. Enter your serial number in the space provided. You can find your serial number on your LCD screen when you turn on your pad: if your pad does not have an LCD screen, your serial number is on the back of the pad, under the battery cover.
6. Click Create Your Account.
7. Create a CPSOnline Username and Password and fill in your contact information. Click Submit to create your account.

You’ve now created a CPSOnline account. You can use your CPSOnline username and password to login anytime to CPSOnline. Now you can enroll your pad in your class.

Enroll in a Class
1. Click Yes to enroll immediately in your class.
2. Enter your Class Key in the space provided. If you have a Code, enter it in the Code box. Note that a Code is not required.
3. Click Submit and choose your payment options. Click Continue.
4. Fill in your billing information and click Continue.
5. To join an additional CPSOnline class, click the Enroll in a class button from the main menu.
6. Once you have finished enrolling in all of your classes, click Log Out. So that CPSOnline properly records your information, log out of CPSOnline.

NOTE: If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class. Note your assigned response pad number after you enroll for each class, and use the reminder emails from eInstruction to keep track of your information.
Enrolling through WebCT
1. Log on to WebCT.
2. Select your course from the Course List.
3. Click the Add/Update CPS Serial Number link.
4. Enter your serial number and Enrollment Code/coupon (if necessary). Click Continue. Depending on your school, a payment window may appear. If a payment window does not appear, skip to step 7.
5. Choose which payment option you would like to use. Click Continue.
6. Fill in the billing information. Click Continue. Your Pad ID for the class will appear.
7. Write down your Pad ID to use in your class.

NOTE: If you have a CPSOnline Username and Password from a previous class, enter them to have your information automatically linked to your new class.

Enrolling through Blackboard
1. Log on to your Blackboard account.
2. Click the Course tab and choose Tools.
3. Click CPS Connection.
4. Click Register Class.
5. Enter your serial number in the space provided. You can find your serial number on your LCD screen when you turn on your pad: if your pad does not have an LCD screen, your serial number is on the back of the pad, under the battery cover.
6. Click Create Your Account.
7. If you already have a CPSOnline Username and Password, enter it in the space provided. If you’ve never used CPSOnline before, create a CPSOnline Username and Password and fill in your contact information. Click Submit to create your account or login.

Using CPS_{RF} in your class
The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on the pad. If you have any questions, log onto www.einstruction.com and use the Customer Support menu option. Type in your name and enter the live chat room for immediate help. You can also reach Technical Support at 888.333.7532.
- **Power** – turn the response pad on or off by pressing the PWR/JOIN button.
- **Join** – the response pads automatically search for a class roster to join whenever you turn on the pad.
  - **Initiate Join** – to have the response pad begin searching for a class roster to join, turn on the response pad and press the PWR/JOIN button.
  - **Manually Join** – to manually join a class, turn on the response pad and press the PWR/JOIN button twice. Join: appears on the LCD screen. Type in the channel number for the class roster you would like to join, and press Send.
- **Use Negative Numbers** – make a numeric response positive or negative by pressing the + - button.