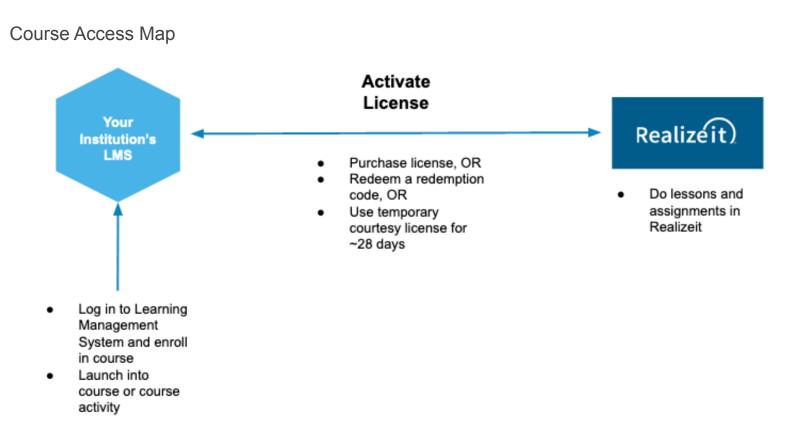


# Getting Started Student Guide for LMS Courses



### Step 1 - Access your course in your Learning Management System

As per instructions provided by your instructor or course administrator, create an account or log into your institution's Learning Management System (e.g. Canvas, Blackboard, Moodle, etc), and enroll in your course. MyPathway Support does not have information about LMS course enrollment. Please consult with your instructor about this process as it varies from institution to institution.

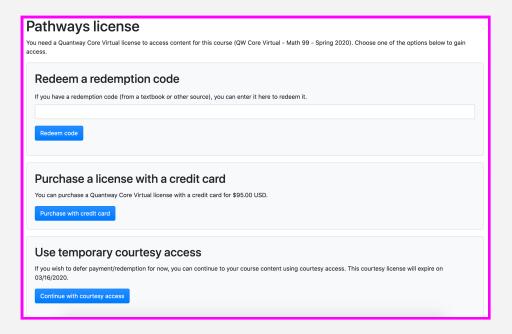
### Step 2 - Activate a Pathways license

As per instructions from your instructor, navigate to your course and click into any course item. You'll be taken to the purchase and licensing page. You have three options:

- 1. Redeem a 16-digit Redemption code (purchased from your bookstore) to activate a license;
- 2. Purchase a license with a credit card; or
- 3. Use a temporary courtesy license.

Redeeming a redemption code will apply a full license to your account and give you access to the course content through the end of the course. Purchasing a license will apply a full license to your account and give you access to the

course content through the end of the course. You can use temporary courtesy access for the first ~28 days of the course, after which you'll need a full license in order to access the course content.



#### Step 3 - Doing Coursework

If you redeem a redemption code or purchase a license, you have full access to the course content and you can do coursework in Realizeit. You will always access course content by logging into your Learning Management System and opening course units in Realizelt.

If you use temporary courtesy access, you can do coursework in Realizelt until the payment due date (about ~28 days after the class start date), after which you will need a full license for continued access to the course content in Realizelt.

**IMPORTANT**: You will always access course content by logging into your Learning Management System to access the course content in Realizelt. **You should never try to log into Realizeit directly.** 

**Note**<sup>1</sup>: A temporary courtesy license provides access to the course content for ~28 days. If your course is accelerated (has a shorter term), the temporary courtesy license will be shorter.

**Note**<sup>2</sup>: You will see the License page after course or course unit launch until a full license is activated.

**Note**<sup>3</sup>: If you make a purchase in error and want to initiate a refund please send an email to <a href="mailto:mypathway-help@wested.org">mypathway-help@wested.org</a> with the details.

## **Getting Help**

For process questions related to LMS access and enrollment, please make inquiries with your instructor and/or your institution's IT dept. For technical support with regard to licensing and access to the course content, please get in touch with MyPathway Support at <a href="mailto:mypathway-help@wested.org">mypathway-help@wested.org</a>.

Note that the My Pathway Support site contains a knowledge base of guides: mypathway-help.wested.org.