Registering for the Ilrn® Class Management Tool

1) **Get your Course Access Code from your instructor**
   a) This information is provided at the bottom of the objective sheets for classes 1 and 2
   b) This information will also be provided in the first week’s lab section meetings

2) Go to [www.ilrn.com](http://www.ilrn.com) and launch iLrn and click the “Create account” button.

3) You’re registering as a “student” so click on that button
   a) An obnoxious box appears asking something about an access code beginning with “PP”. This isn’t for us so just click the word “continue” in the bottom right hand corner of the box.

4) Select Colorado from the drop down menu in the first box
   i) Type state in the next box
   ii) Hit the search key
   b) Colorado State University should be one of a short list of choices
   c) Choose this one, then click the continue button

5) Select option 1 (The course key option).
   a) When you do this a text box appears for you to enter the course key for your recitation section. These codes are not case sensitive.
   b) Enter the course key then click the continue button

6) For this step enter your user account information. **You do not need to input your student ID number**
   a) Please register with an e-mail address that you check frequently. Class communications will be sent to this address and I don’t want anyone to be left out.
   b) After completing the form info please agree to the “end user license” and click “continue”

7) **Password Wisdom**

   **Caution:** Be aware that passwords are "case-sensitive." This means if you include upper and lowercase letters, you must enter them the same way each time. For example, "BigKat" must be entered as "BigKat" each time, not as Bigkat, BiGKat, or any other variation. Also, avoid using spaces. Use underscore instead (for example, First_Lastname). Finally, be careful with characters that look alike, such as I and 1, or 2 and Z.

   **Another Caution:** Your instructor cannot change or retrieve your password so be sure you’ve got a foolproof way of remembering it. If you forget this it can be uncovered but you have to talk to God and the process is quite inconvenient

8) You should see a confirmation screen informing you of your successful enrollment. At this point you can close out of your browser or click the “start using ThomsonNOW” to explore the features.