

# Expert TA: Student Registration Instructions

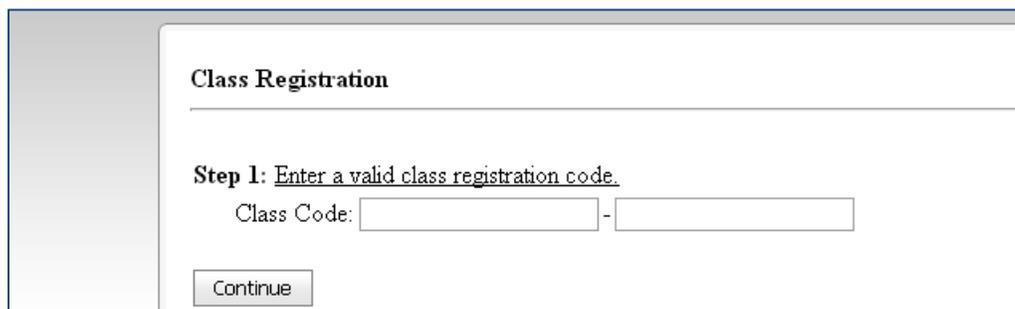
**Getting Started:** Visit Expert TA's registration page <https://www.theexpertta.com/registration/>

You will be taken to the initial registration page, shown in Figure 1 below.

## Step 1: Enter your Class Code.

Your class code will be provided by your instructor.

- Enter the first set of alpha numeric characters into the first field (before the “-”).
- Enter the remaining alpha numeric characters into the second field (after the “-”).
- Click Continue.

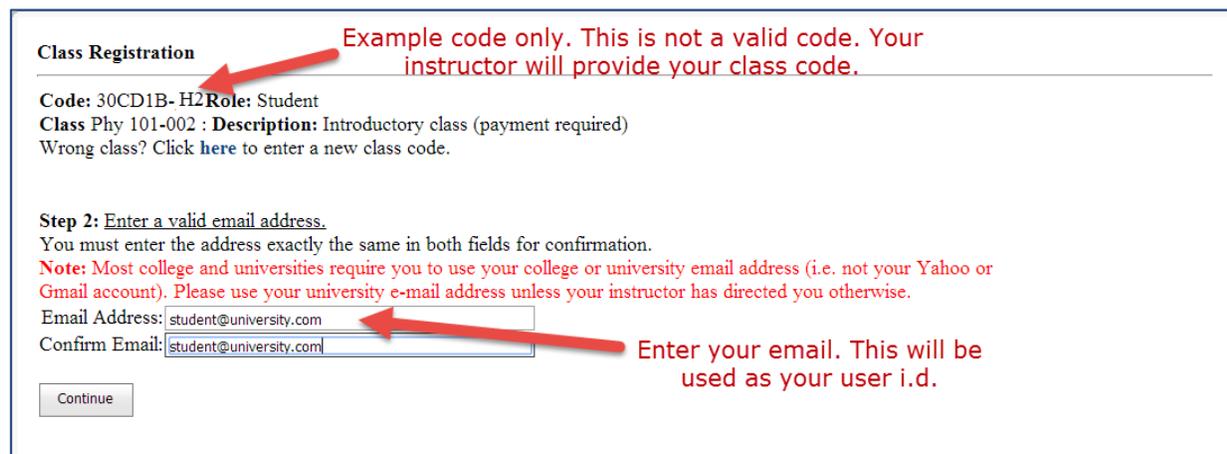


The screenshot shows a web form titled "Class Registration". Below the title is a horizontal line. Underneath, it says "Step 1: Enter a valid class registration code." followed by "Class Code:" and two input boxes separated by a hyphen. At the bottom left of the form is a "Continue" button.

Figure 1: Initial Registration Page

## Step 2: Enter your email.

Your email will serve as your user name. You will be taken to a page similar to what you see in Figure 2 below. At the top you will see the information about your class. You will be asked to enter your email address. **This will serve as your user name. Please remember which email address you use.** Some schools assign more than one email to students. You will only be able to log into Expert TA with the exact email you register with. Confirm your email address and click the **Continue** button.



The screenshot shows a registration page with the following content:

- Class Registration**
- Code: 30CD1B- H2 Role: Student
- Class Phy 101-002 : Description: Introductory class (payment required)
- Wrong class? Click [here](#) to enter a new class code.
- Step 2: Enter a valid email address.**
- You must enter the address exactly the same in both fields for confirmation.
- Note:** Most college and universities require you to use your college or university email address (i.e. not your Yahoo or Gmail account). Please use your university e-mail address unless your instructor has directed you otherwise.
- Email Address:
- Confirm Email:
- Continue button

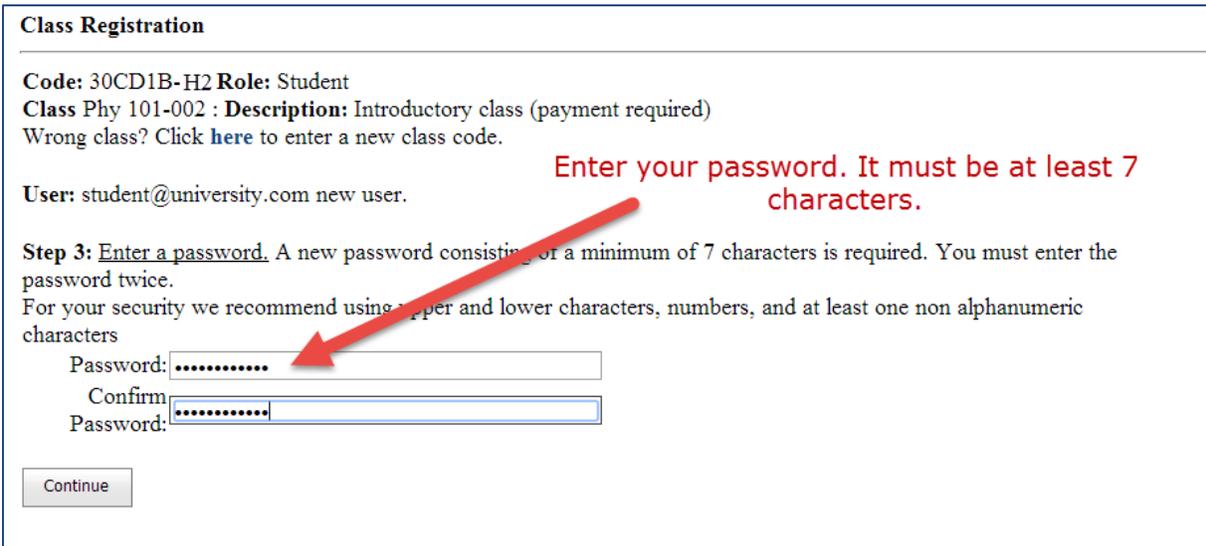
Red arrows and text annotations are present:

- A red arrow points to the class code "30CD1B- H2" with the text: "Example code only. This is not a valid code. Your instructor will provide your class code."
- A red arrow points to the email input fields with the text: "Enter your email. This will be used as your user i.d."

Figure 2: Enter your Email Address

### Step 3: Choose a password.

After entering a User ID (your email address), you will be taken to a page similar to Figure 3 and asked to enter a password. Your password must be at least 7 characters and we recommend including a mixture of upper and lower case letters, numbers, and at least one special character (ex: #, !, etc...). Click Continue.



**Class Registration**

**Code:** 30CD1B-H2 **Role:** Student  
**Class** Phy 101-002 : **Description:** Introductory class (payment required)  
Wrong class? Click [here](#) to enter a new class code.

**User:** student@university.com new user.

**Step 3: Enter a password.** A new password consisting of a minimum of 7 characters is required. You must enter the password twice.  
For your security we recommend using upper and lower characters, numbers, and at least one non alphanumeric characters

Password:

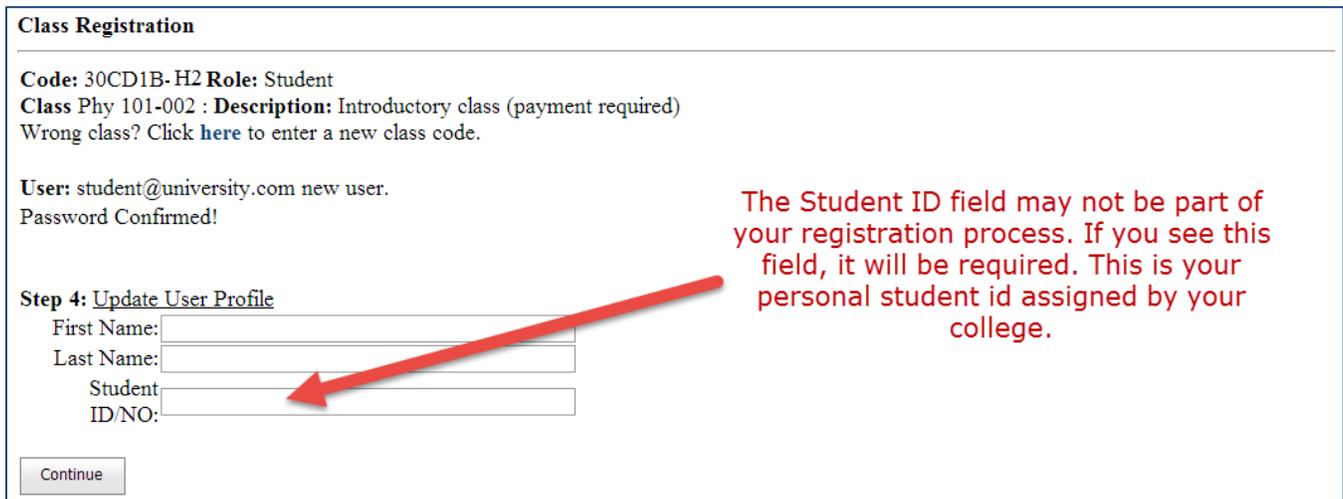
Confirm Password:

Enter your password. It must be at least 7 characters.

Figure 3: Create a Password

### Step 4: Enter Your Name (and possibly Student ID).

Your first and last names are always required fields. Your school/instructor may or may not require you to enter your Student ID. If this is required please take care while entering your student ID number as your instructor needs this to keep grades organized across sections. The student ID required here is the one assigned by your school. Click the **Continue** button.



**Class Registration**

**Code:** 30CD1B-H2 **Role:** Student  
**Class** Phy 101-002 : **Description:** Introductory class (payment required)  
Wrong class? Click [here](#) to enter a new class code.

**User:** student@university.com new user.  
Password Confirmed!

**Step 4: Update User Profile**

First Name:

Last Name:

Student ID/NO:

The Student ID field may not be part of your registration process. If you see this field, it will be required. This is your personal student id assigned by your college.

Figure 4: Enter Personal Information

**Registration is Complete and you are almost done!**

## Step 5: Check-out.

You will see the screen shown in Figure 5 below.

- You will not be able to do homework until you complete the payment process or enter the 14 day trial.
- You will need to click on the check box to confirm your purchase. After you have clicked the check box, you will choose your method of payment, as shown in Figure 5. **Note that Campus Bookstores do not always elect to carry Expert TA access codes. If your local bookstore does not carry Expert TA bookstore codes, you will need to purchase the service online via credit card.** If you have any trouble with payment, please choose the “14 Day Trial” option and contact us via [main@theexpertta.com](mailto:main@theexpertta.com). We will be happy to help resolve any issues. If you purchased an access code from the bookstore, click “Access Code”. Then, continue on to Step 6a below. If you do not purchase an access code from the bookstore, and you are using a credit card, click “Credit Card”. Then, continue on to Step 6b below.

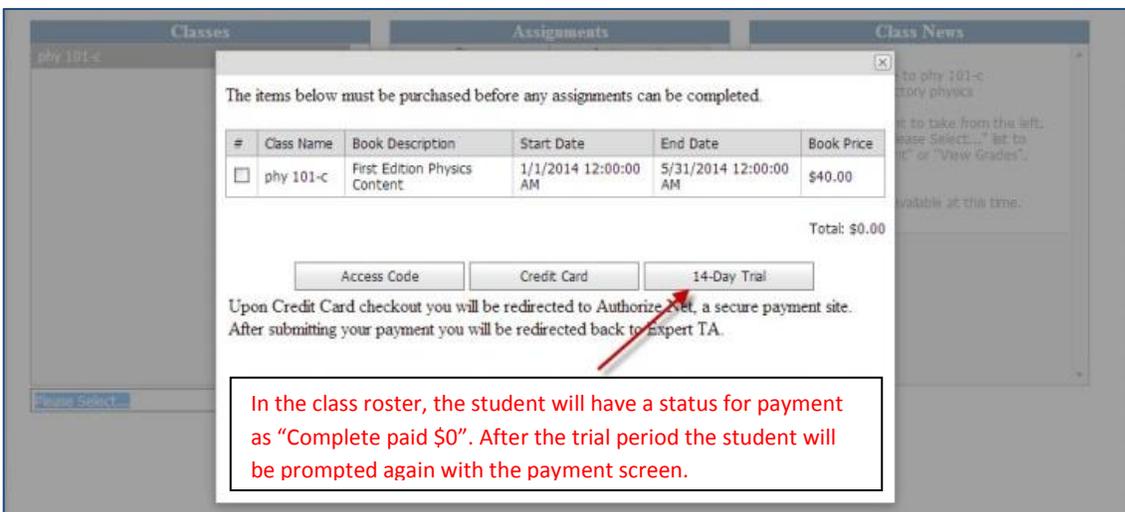


Figure 5: Landing Page with Shopping Cart

## Step 6a: Payment with Access Code

- Enter in the Access Code at the bottom of the card you purchased. There are 16 numbers total, 4 in each box as shown in Figure 6.
- Click “Submit” to begin using Expert TA. If a message appears stating “You have entered an invalid access code”, try entering the code in again. If you are still having trouble, contact [main@theexpertta.com](mailto:main@theexpertta.com).

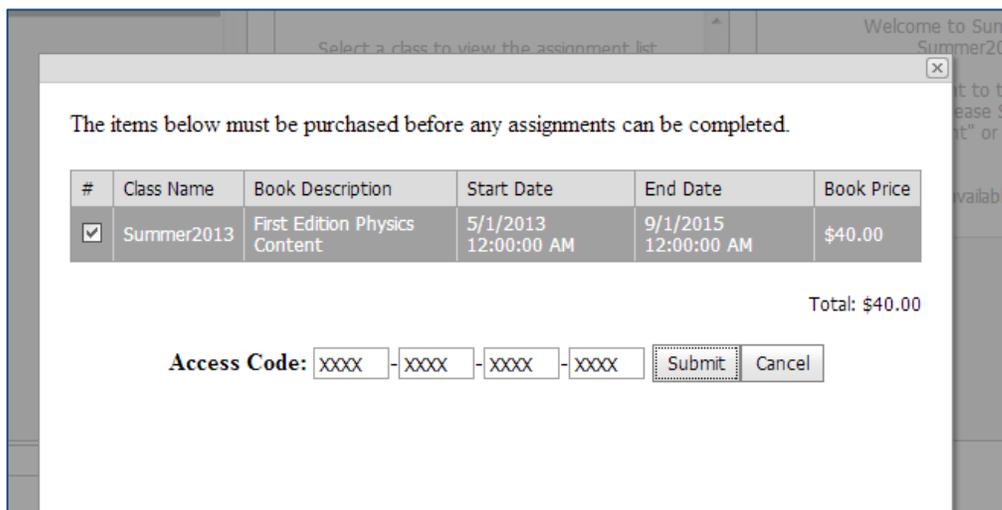


Figure 6: Entering in Access Code

## Step 6b: Payment with a Credit Card

- After clicking “Credit Card” you will be redirected from our site to Authorize.net
- Authorize.net is an industry leader in secure payments and used by tens of thousands of companies.
- Enter your credit card information. (*Note: Depending on your subscription, your price may be different from what is shown in Figure 7.*)
- **Note:** Pay careful attention when entering the address information. This information **MUST** match the billing information on the card (this is normally your house; not your dorm address). If the zip code entered here doesn’t match, the transaction will not process. This is a security measure that helps to keep people from using your card if it is stolen.

The screenshot shows a web browser window with the URL <https://secure.authorize.net/gateway/transact.dll>. The page is titled "Order Information" and includes a "Total: US \$40.00". Below this is the "Payment Information" section, which features logos for VISA, MasterCard, and DISCOVER. It contains fields for "Card Number" (with a note to enter without spaces or dashes) and "Expiration Date" (with a note to enter in mm/yy format). The "Billing Information" section includes fields for "First Name", "Last Name", "Address", "City", "State/Province", "Zip/Postal Code", "Country", "Email", and "Phone". A "Submit" button is located at the bottom of the form. Two red arrows point from text annotations to the "Card Number" field and the "Zip/Postal Code" field.

For your security Expert TA never takes your credit card information and does not handle the transaction. Notice we have redirected you to Authorize.net, a trusted industry provider.

Make sure you use the address and zip code associated with your credit card. This is normally your permanent address, not your dorm.

Figure 7: Paying with a Credit Card

## Step 7: You can now begin using Expert TA.

You will be directed to the *Class Management* screen, and you will be ready to complete assignments and will have access to Expert TA’s Tutorials.