



Student Registration and Enrollment Guide

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What is Eduspace?

Welcome to the *Eduspace Registration and Enrollment Guide for Students*. This guide will tell you how to:

- Register with Eduspace.
- Enroll in your instructor's course.
- Access more information.
- Contact customer support.

Eduspace System Requirements

Minimum Requirements	Strongly Recommended Hardware/Software
<ul style="list-style-type: none">• Microsoft Windows 2000, XP or Vista <p>OR</p> <p>Macintosh* OS 10.3 or 10.4</p> <ul style="list-style-type: none">• Microsoft Internet Explorer 6.0 or higher (for Windows) <p>OR</p> <p>Firefox 1.x or higher (for Windows or Macintosh)</p> <p>OR</p> <p>Safari 1.3 or higher for Macintosh OS</p> <ul style="list-style-type: none">• Sun Java Run-time Environment (JRE) 1.5.x in your web browser (note use of Microsoft JVM is not supported)• Adobe Acrobat 6.0• Display with 256 colors and 800x600 resolution or higher• 56K modem connection	<ul style="list-style-type: none">• Microsoft Windows 2000 or XP with Microsoft Internet Explorer 6.0 or Firefox 1.x <p>OR</p> <ul style="list-style-type: none">• Macintosh OS 10.3.9 with Safari 1.3 (or higher) <ul style="list-style-type: none">• Sun Java Run-time Environment (JRE) 1.5.x in your web browser (note use of Microsoft JVM is not supported)• Adobe Acrobat 7.0 (or higher)• Display with thousands of colors and 1024x768 resolution or higher• T1 line, cable modem, DSL, or company Internet LAN

*Macintosh users in Accounting, Chemistry and Math courses must use OS 10.3.9 or higher with Safari 1.3 or higher in order to view all homework content in those courses.

Depending on your course content, you may need one or more of the following plug-ins: Flash Player 7 or higher, QuickTime 5.0 (6 recommended), RealPlayer 9.0 (10.0 recommended), Shockwave 8.5.1. Note that when using any browser with Eduspace, cookies must be enabled.

What if I have Windows 98, Windows NT, or AOL?

Although Houghton Mifflin has not performed certification of Eduspace on AOL and therefore cannot say that we officially support those platforms, Houghton Mifflin is aware of users who are successfully using Eduspace in those environments. If you encounter problems once you are online with AOL, start an additional browser such as Microsoft Internet Explorer and access Eduspace using that browser.

Getting Help

If you encounter problems with using Eduspace or need help on using certain features, you can:

- Call Eduspace Technical Support at (800) 732-3223.
- Click the **Support** tab in Eduspace to view support information and answers to frequently asked questions and to electronically submit a question.

Getting Started

To begin using Eduspace, complete the following steps:

- Obtain a passkey from the inside back cover of the guide you received when you purchase your next textbook or purchase separately at your bookstore OR purchase a passkey from the [Houghton Mifflin Online College Division Store](#).
- Obtain a course code from your instructor.
- Register with Eduspace.
- Log in to Eduspace.
- Enroll in a course.

You only need to register and enroll once, but you must log in each time you want to use Eduspace.

Registering and Enrolling in a Course

1. Go to the Eduspace website <http://www.eduspace.com> and choose to **Register**.

The screenshot shows the Eduspace website homepage. At the top, there is a navigation bar with links for 'Instructors', 'Students', 'Reviewers & Authors', and 'Booksellers'. Below this, the Eduspace logo is prominently displayed. To the right of the logo, there is a list of subject areas: Accounting, Business, Chemistry, Communication, Dev English, Economics, Education, English Composition, His Mathematics, Political Science, Psychology, and Spanish. The main content area is divided into three columns. The left column has a 'Buy now!' section with a link to the online store. The middle column has a 'Get Started' section with a 'Login' button and a 'Need an account or to enroll in a course?' section with a 'Register Now' button circled in blue. The right column has a 'Support' section with a 'Check my system!' icon and a link to the Online Support Center. At the bottom right, there is a link to 'Learn About Eduspace'.

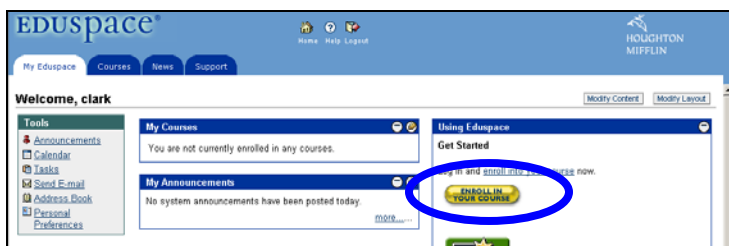
If you are already registered and have an Eduspace username, log into Eduspace and skip to step 4.

2. Follow the on-screen directions to fill in the required fields and click **Create Account**.

The screenshot shows the Eduspace registration form. At the top, there is a disclaimer: 'before you use the site. By using the site, you agree to all these terms and conditions. If you do not agree with these terms and conditions, do not use the site.' Below this, there is a link to 'login to Eduspace' and a link to 'Click here for more information on Eduspace system requirements.' The main form is titled 'Enter the following information to create your Eduspace account.' and contains the following fields: *First name, *Last name, *Email Address, *Confirm Email Address, *Username: (0-15 letters/numbers - no spaces), *Password: (0-15 letters/numbers - no spaces), *Confirm Password, *Security Question, and *Security Answer. A 'Create Account' button is located at the bottom right of the form. A note at the bottom of the form states: 'Note that if you do not enroll in a course and do not log into Eduspace for a period of more than 90 days, your account will be considered inactive and may be deleted from the system. If your account is deleted due to inactivity and in the future you need to enroll in an Eduspace course, simply register again to create a new user account.'

3. Before you can enroll in a course, you must log in to Eduspace. Enter the username and password you just chose when registering in the field provided and click **Login**.

4. Click **Enroll In Your Course** in the **How Do I?** area on the My Eduspace tab.



5. Verify that the first option, to enroll as student, is selected, then click **Next**.

Enroll in or Create a Course

Students:

Enroll in your instructor's course

Instructors:

Create a course

Copy an existing course (yours or a colleague's)

Enroll as an additional instructor to an existing course

Teaching Assistants:

Enroll as a TA in an instructor's course

If you experience errors while enrolling, please email your username and, if you are a student, your instructor's course code to eduspace_support@hmco.com.

Cancel **Next**

6. Enter the course code given to your by the instructor and click **Next**.

Enroll in a Course - Step 1

In order to enroll, you'll need:

- The **course code** your instructor distributed to you. The course code is what allows Eduspace to enroll you in your instructor's specific course.
- An **Eduspace student passkey** from either the Eduspace Registration and Enrollment Guide that came with your print textbook or a passkey that you purchased online. If you have previously enrolled in this course (for example, you are enrolling in the second semester of a two-semester course), you will not need an additional passkey.

Course Code:

Enter your instructor's course code. A course code usually starts with the first five letters of your instructor's last name, followed by a hyphen and 14 letters and/or numbers.

Example course code: JONES-83943ECC6DB593

Cancel **Next**

7. Enter your passkey and click **Next**.

Enroll in a Course - Step 2

Enter Passkey:

You have not recently enrolled in this course or a related course (such as the previous semester of a two-semester course). Please enter a passkey.

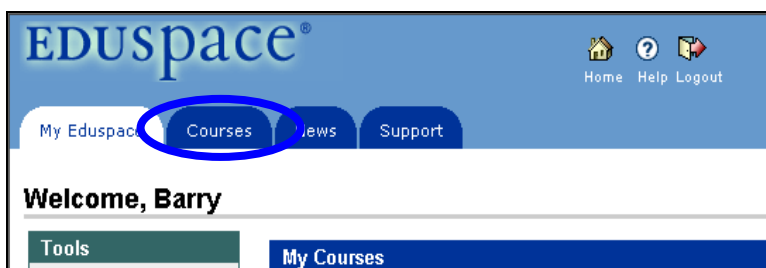
Eduspace passkeys are 13 characters long and are a combination of capital letters and numbers. *Example passkey: J04KP3YVMAXD0*

The passkey is usually found in your printed Eduspace guide. If you purchased the Eduspace passkey online, copy and paste it into the box to the left. If you do not yet have a passkey, you can [purchase one from Houghton Mifflin's online store now.](#)

Cancel **Next**

Note: If you receive an error message that your passkey is not valid, you may have mistaken the capital letter O for the number zero (0) or the number one (1) for the capital letter I or the lowercase letter L.

8. Eduspace enrolls you in the course as a student. Close the enrollment window and click the Courses tab to see the course listed under “Courses in which you are enrolled”.




9. Click the name of the course to enter the course.

Entering Your Course

When you have registered and enrolled in your course, you'll automatically be logged into Eduspace. To log into Eduspace and access your course in the future:

1. Go to the Eduspace website <http://www.eduspace.com> and choose to **Login**.
2. Enter the username and password you selected when you registered for Eduspace and login. You will be brought to the My Eduspace home page.



The screenshot shows the Eduspace student dashboard. At the top, the Eduspace logo is on the left, and navigation links for Home, Help, and Logout are in the center. On the right, the Houghton Mifflin logo is displayed. Below the header, there are tabs for My Eduspace, Courses, General Resources, News, and Support. A left sidebar contains a 'Tools' menu with options like Announcements, Calendar, Tasks, Send E-mail, User Directory, Address Book, Personal, and Preferences. The main content area is titled 'Welcome, Student' and features several sections: 'My Courses' listing enrolled courses such as 'Financial & Managerial Accounting, 7e', 'Headless Powers Crosson', 'General Chemistry, 8e - Ebbing/Gammon', 'HM Reading Series Book 1', and 'Introductory Algebra: An Applied Approach, 7e - Aufmann/Barker/Lockwood'; 'My Announcements' showing no recent announcements; 'How Do I for Students' with links for enrolling, getting help, and getting started; 'Change Personal Information'; and 'Get Support'. A 'Search the Web' section with a Google search bar is at the bottom. Copyright information for Houghton Mifflin Company is visible at the very bottom.

3. Look for the name of your course(s) in the **My Courses** area. Click the name of the course you wish to enter. You will be brought to your course's home page.

For More Information on Using Eduspace

Eduspace contains a wealth of functionality – for your online course, homework, and gradebook functions – beyond what is covered in this guide.

To learn more:

- Access our Online Guide to Getting Started with Eduspace after logging into Eduspace and from the My Eduspace tab clicking the guide link in the **How Do I?** area.
- Click the **Help** button at the top of any screen for comprehensive information on all Eduspace features.
- Get quick answers to using specific features of Eduspace or answers to questions you may have by contacting Eduspace Technical Support at (800) 732-3223.