

McGraw-Hill Companies

Dear Instructor:

I would like to introduce you to the customer registration system for our Online Learning Centers. This registration system provides you with:

- Better protection against students accessing instructor resources
- The ability to access both the instructor and student resources with one account
- The ability to create **one** account to access **all** McGraw-Hill textbook websites that you have registered for

If you are a **new user** (do not currently have a McGraw Hill account), please refer to the "New User Registration Process."

If you are an **existing user** (already have a McGraw Hill account) and wish to add a textbook OLC to your existing account, please refer to the "Existing Users Registration Process."

New User Registration Process:

1. Go to your textbook website (Online Learning Center). The textbook website url, username, and password are located in the subject line of this email.
 2. Select "*Instructor Edition.*"
 3. Under the "Register Now" section, enter the username and password provided **in the subject line of the email.**
 4. Enter your Email Address and Click "Submit."
 5. **If you already have a McGraw-Hill account**, it will ask you for your password. Enter your password and Click "*Sign In.*" **You can now skip to step 11.**
- If you do not know your password, Click "*Forgot your password*" for instructions on retrieving your password.**
6. **If you do not have a McGraw-Hill account, you will be taken to an Instructor registration page.** Re-enter your Email Address, Create a Password and enter your Name.
 7. Select your country, state, and school. * If your school is not listed, click "*My school is not listed*" and type in the name of your school.
 8. Create a security question.
 9. Click "*I accept*" and Click "*Complete My Registration.*"
 10. Once you have completed these steps, registration is instant. To access the instructor resources on the website, click "*Instructor Edition.*" Please be sure to keep the username and password you created above for future access as your personal login has now been associated with this product website.

11. Going forward, you may enter this site by selecting "Log In Here" in the **Already Registered** box on the right side of the page.
12. Enter your Email Address and the Password you just established to Log in.

Existing Users Registration Process

Here are the steps to guide you through the Existing Users registration process:

1. Go to your textbook website (Online Learning Center).
2. Select *Instructor Edition*
3. Enter the username and password provided **in the subject line of the email.**
4. Enter your Email Address and click "*Submit.*"
5. On the next screen, you will see the message, "*You already have a McGraw Hill Education account.*" Enter your existing account information (email address and password).
6. Select the "*Sign In*" option
7. On the next screen, you will receive the message, "*Registration Complete.*" Select the *click here* link to immediately access the Online Learning Center resources.

If you need additional assistance, please contact the Digital CARE Team at [1-800-331-5094](tel:1-800-331-5094) and/or visit our self service website, www.mhhe.com/support.