eInstruction™
Simple Solutions. Real Results.

Instructions for Enrolling Your Response Pad through CPSOnline
_____

Class Name: _____

This document instructs you how to enroll your response pad through CPSOnline. This document contains the following sections:

- What items do I need to enroll my response pad?
- How do I enroll my response pad through CPSOnline?
- How do I manage my CPSOnline account?
- Where do I locate my response pad's serial number?
- How do I use my CPSRF response pad?
- How do I contact an eInstruction Technical Support Agent?

What items do I need to enroll my response pad?

You will need the following items to enroll in a class:

- Response pad
- Internet connection
- Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.)

How do I enroll my response pad through CPSOnline?

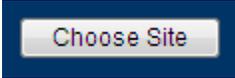You will need to create a CPSOnline account before you enroll your response pad.

Create your CPSOnline account

To create your CPSOnline account, follow these directions:
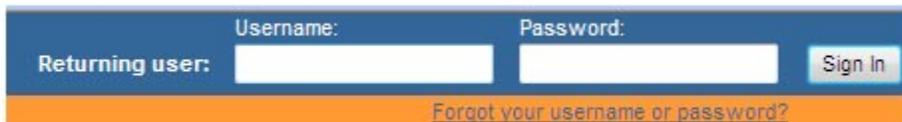
1. Go to www.einstruction.com

2. Click the **Students** button .

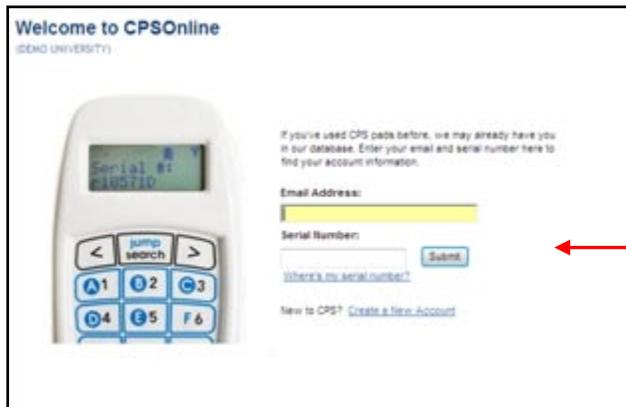3. Select your school or university from the drop-down menu.

4. Click the **Choose Site** button .

NOTE: If you already have a CPSOnline account and you have your account information, you can enter your existing username and password in the upper right-hand corner of the screen:

5. Enter your email address and serial number in the spaces provided on the Welcome to CPSOnline page.

Email address and serial number

6. CPSOnline will check to see if you may already have a CPSOnline account. If your email address and serial number provide a match to an existing account, your login information will be emailed to you and you can proceed with enrollment in new courses.

7. If you see a message that states "Sorry, but the serial number you entered is already in use by a different student" this means that the serial number you entered matches an existing account, but the email address you provided does not match. Try another email address or contact eInstruction Technical Support at www.einstruction.com/support.

8. If no matches are found to existing accounts, click on the hyperlink to **Create a New Account**.

9. Type in your account information on the **Create Your Account** page. Your account information will be emailed to the address you provide. You will also create a **Security Question** and **Answer** which may be needed later to retrieve your account information.
Click **Continue** when you are ready to proceed.

Create your account

New users create a CPSOnline account by filling out the information below.

* Email Address:		What's the privacy policy?
* Confirm Email Address		
* Security Question:	What is the name of your favorite pet? ▼	What's this for?
* Answer:	Rover	
* Serial Number:	R9955XX (eg. r1A3G45)	How do I find my serial number?
* Confirm Serial Number:		

Serial #:
r10S71D

jump
search

A1 B2 C3

* required

Continue   Cancel

10. The next **Create Your Account** screen will ask you to create a CPSOnline username and password. Please also enter your first name and last name as they appear in official university records.

NOTE: Please keep a record of your CPSOnline username and password. You may need your CPSOnline username and password to manage your CPS response pads and to access account options for CPSOnline, Blackboard, or ANGEL.

11. You have now created a CPSOnline account.

12. You are now ready to enroll your response pad in a CPSOnline class.

To immediately enroll in a class, click on the Yes [Yes] button.

(You can also log into your account at a later time and enroll in classes.)

Account Confirmation

Congratulations! You have successfully created your CPSOnline Account.

Username: studentb08
Date: March 24, 2008

Please use this account to enroll into all of your current and future classes.

Enroll in a class

If you need to register for your class(es) please choose 'Yes' below.
If you wish to enroll later, you can log back into your account and choose 'Enroll In a Class'.

[Yes] [No]

13. Your instructor provides you with the **class key** to enroll in a CPSOnline class. Enter the **class key** now and then type it again to confirm it.

NOTE: Students enrolling through an LMS such as Blackboard or ANGEL will not need a class key.

14. You may enter a **Student ID** number or you may leave this field blank.

15. If you have an **enrollment code**, enter the code in the space provided. Be *sure* to use it now if you do have one as the code is used to pay for your enrollment. If you do not have an enrollment code, you may leave this field blank and pay for your enrollment using a credit card.

16. Read the **Student Refund Policy** which contains important information regarding payments and enrollment codes.

You can access the Student Refund Policy by clicking on the [Student Refund Policy .] link.

17. Check the box to confirm that you have read the Student Refund Policy.

Enroll in a class

Please enter the following pieces of information:

* Class Key :   [   ]

* Confirm Class Key: [   ]

* Serial Number :   [R995586 ▾]

Student ID: [   ]

If you have an **enrollment code** or a **coupon code**, please enter it below. These codes can be found in McGraw-Hill text books or may be purchased through your campus bookstore.

Code (optional):   [   ]

☐ I have read and agree with the Student Refund Policy .

* required

[Next >>]   Back to Account Information

18. If you entered an enrollment code, you may skip the following steps 19-23 for payment.

19. The **Payment Options** page will offer you current choices.

20. Choose a payment option for your pad activation on the **Payment Options** page. Click **Next.**

NOTE: Payment Options may vary.

Payment Options

Please choose a payment option below.

You can choose to pay:
- ○ Access to all your CPSOnline classes for this term only.

SPECIAL OFFER
- ○ Access to discounted Lifetime Subscription to CPSOnline. This is your only chance to purchase a Lifetime Subscription for a discounted price.

Next >>   Cancel Enrollment

21. Enter your billing information on the **Billing Information** page. Click **Next**.

Billing Information

Please enter your billing information below

* First Name:

Middle Initial: (if applicable)

* Last Name:

Business Name: (if applicable)

* Street Address 1:

Street Address 2: (optional)

* City:

** State: Alabama ▼

*** Zipcode:

* Phone Number: (eg. 567-569-7897)

* Email Address :

* required
** International students, please choose 'Other'.
*** required for U.S. only

* How do you wish to pay?:

- ◉ Credit Card
- ○ Check

22. Enter your credit card or check information on the **Payment** page.

Payment By Credit Card

Please enter your credit card information below. Have a question? Check the FAQs

* Credit Card Type:	Visa ▼
* Credit Card Number:	_____ (no spaces or dashes)
* Expiration Date:	Month 01 ▼ Year 2009 ▼
* Security Code	_____

Payment By Check

Please enter your check information below. Have a question? Check the FAQs .

TeleCheck®
A First Data Company

Enter the numbers from the bottom of your check as illustrated below.

⑈ 123456789 ⑈ 12345678901 23 ⑈
Bank Routing Code   Bank Account Number

⑈ _____ ⑈ _____ ⑈

* Check Number: _____
* Date of Birth: Month 1 ▼ Day 1 ▼ Year 1937 ▼
* Drivers License Number: (no dashes) _____
* Drivers License State: Alabama ▼

23. Verify/Authorize your payment information such as name and address on the **Verify your Billing and Payment** or **Virtual Check Agreement** page.

24. Proceed to manage your classes or enroll in new classes.

25. Once you finish enrolling your response pad in all of your CPSOnline classes, you may **Log Out** of your account.

How do I manage my CPSOnline account?

When you log on to CPSOnline, your homepage displays a list of classes you have enrolled in on the **My Current Classes** page.

The following links allow you to manage your CPSOnline account:

- **Update My Profile:** Update your profile, including your student ID number.
- **Manage My Pads:** Add, remove, and change response pad serial numbers.
- **Enroll in a Class:** Enroll in additional CPSOnline classes.
- **Logout**: Logout from your CPSOnline account.

Account Information

My Current Classes

Choose your class below to login. If you need to enroll into a class, click on 'Enroll In A Class' below.

(DEMO UNIVERSITY)

| Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
History 101	03/30/2015	2	R995586 change	change

Update My Profile | Manage My Pads | Enroll In a Class | Change University | Logout

← Class list

← Links for Account Management

Where do I locate my response pad's serial number?

Please refer to this diagram to locate the serial number on various models of response pad.
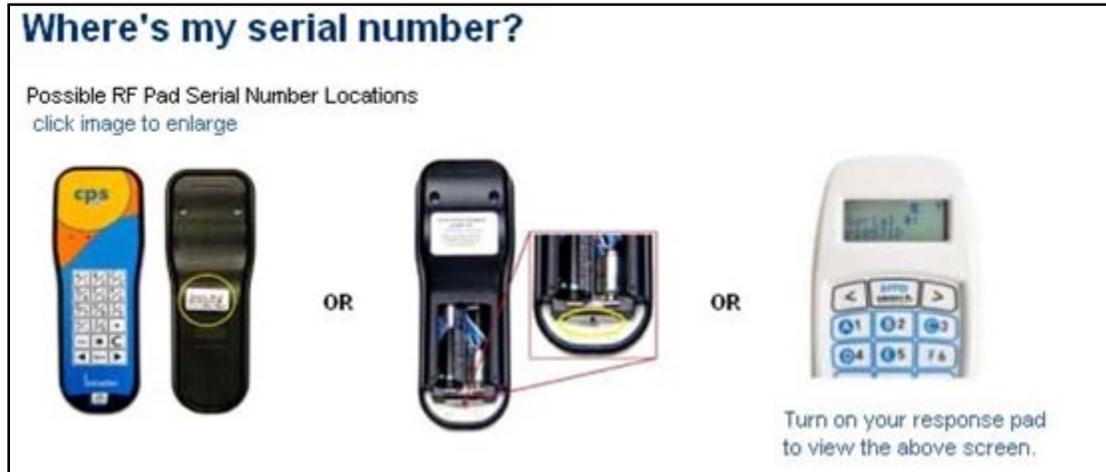
How do I use my CPSRF response pad?

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on your Gen2 RF response pad.

Key	Action
0-9	Tap the button - Enters selected value for numeric questions into the response pad.
A-H	Tap the button – Enters selected answer for multiple choice questions into the response pad.
Positive and Negative (+ -)	Tap the button - Makes the current response positive (+) or negative (-). **Negative Answer** - The LCD displays a "-" symbol in the first character of the answer. **Positive Answer -** The LCD *does not* show a "-" symbol in the first character of the answer.
Sym	Tap the button - Create equations by entering symbols into your response pad. You can include the following symbols: X, Y, ≥ ≤, √, Equal (=), Parenthesis (()), Decimal (.), Plus (+), Minus (-), Division (/), Multiplication (*), Space ( ), Greater Than and Less Than (> <), pipe (|), and caret (^).
Clear	Tap the button - Clears immediate previous character. Press and hold the button – clears multiple previous characters (similar to the backspace button on a keyboard).
Jump/Search	Tap the button - Goes to any question within range. In SMA mode you must select a question number. Press and hold the button – searches for the next unanswered question.
Power/Join	Tap the button – turns on response pad.
Send	Tap the button – sends the students' response to the receiver.

Arrow Keys (< >)	Tap the button – In SMA mode, the current question number is decreased and/or increased on the LCD screen.
	<
	LCD screen displays a descending question number. This means the question number is decreasing. (e.g.., Q: 23, Q: 22. Q: 21)
	>
	LCD screen displays an increasing question number. This means the question number is increasing. (e.g., Q: 21, Q: 22. Q: 23)
	Adjust LCD Screen Contrast
	Higher Ed Pad
	1. Press the **>** button while your response pad's LCD screen
	displays your response pad's serial number.
	2. Use the **A1** button to decrease the contrast and the **C3** button to increase contrast.
	This feature becomes disabled after you engage a lesson.
	K-12 Pad
	1. Turn off the pad.
	2. Press **Power/Join** button and the > button at the same time.
	You will notice the LCD screen displays the pad serial number.
	3. Release the **Power/Join** button and the **>** button.
	4. Press the **>** button again. This brings you to the contrast
	screen.
	5. Use the **A1** button to decrease the contrast and the **C3** button to increase the contrast.

How do I contact an eInstruction Technical Support Agent?

Log on to www.einstruction.com/support to contact a Technical Support Agent. Technical Support Agents are available to assist you Monday-Thursday: 7 A.M to 6 P.M. CST and Friday 7 A.M. to 5 P.M. CST.