vhlcentral

Student Registration Guide

Tech Support Web site: http://support.vhlcentral.com
Tech Support Email: techsupport@vistahigherlearning.com

Trademark and License Information

CONTENTS

Getting Started

By setting up an account, you will gain access to assignment due dates, important course announcements, and the ability to communicate with your teacher. To get started, you will need access to the internet and a twelve-letter access code.

Access Codes for Courses on vhlcentral

- Located inside your **new** Vista Higher Learning textbook is a card/envelope that contains an access code that you can use to create your vhlcentral account and access your teacher's course.

- If you purchased your code(s) via our online Store, you should have received your code(s) on your order confirmation page, as well as via email delivery to the email address that you entered during the checkout process.

- If you don't already have an access code or if you purchased a used textbook that contains a used code, you can purchase a new code at the Vista Higher Learning online Store at https://vistahigherlearning.com/store/.

Middle School and High School Users

Students at certain middle schools and high schools may not need to redeem a code. If your teacher provided you with a twelve-letter code (or your school required you to buy your own code), you will need to redeem the code to gain access to your teacher's class.

Redeem Your Code

Returning Students

If you have an existing account for vhlcentral or for another Vista Higher Learning textbook, complete these steps:

1. Go to vhlcentral: www.vhlcentral.com.

2. Log in using your existing account information.
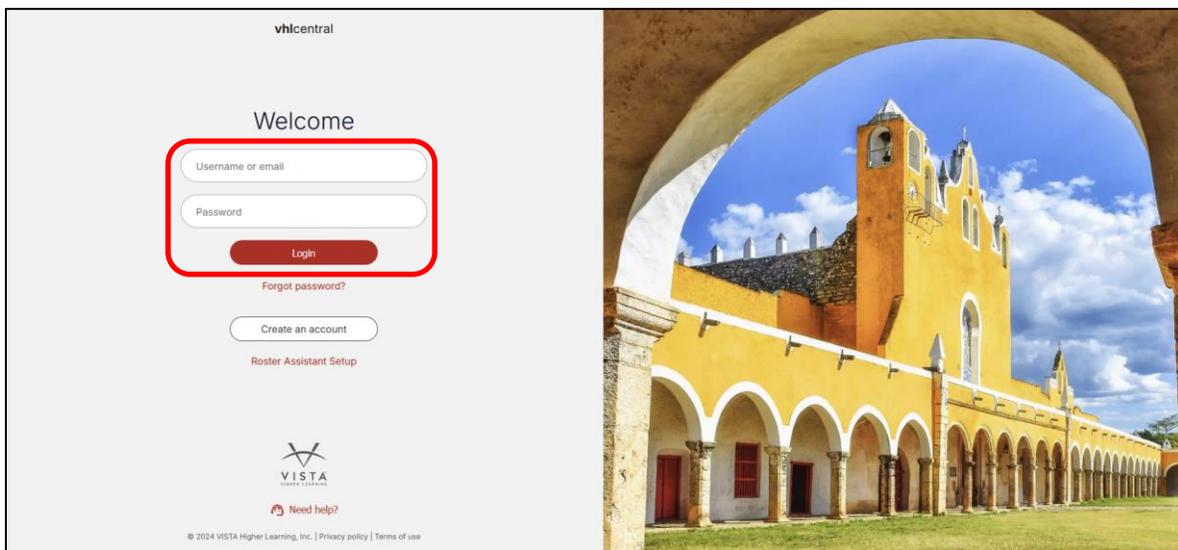
3. To redeem a new code, click the "Redeem A Code" link under the "Programs" menu.
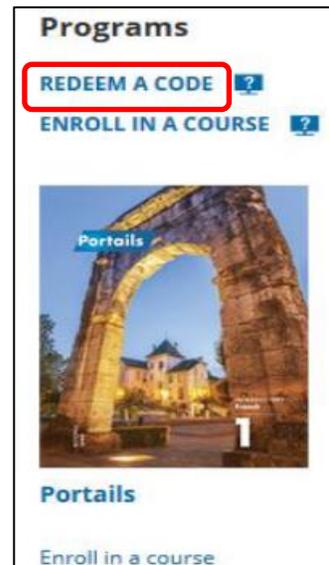
4. On the "Redeem a Code" screen, enter your new code.

5. Click "Next."
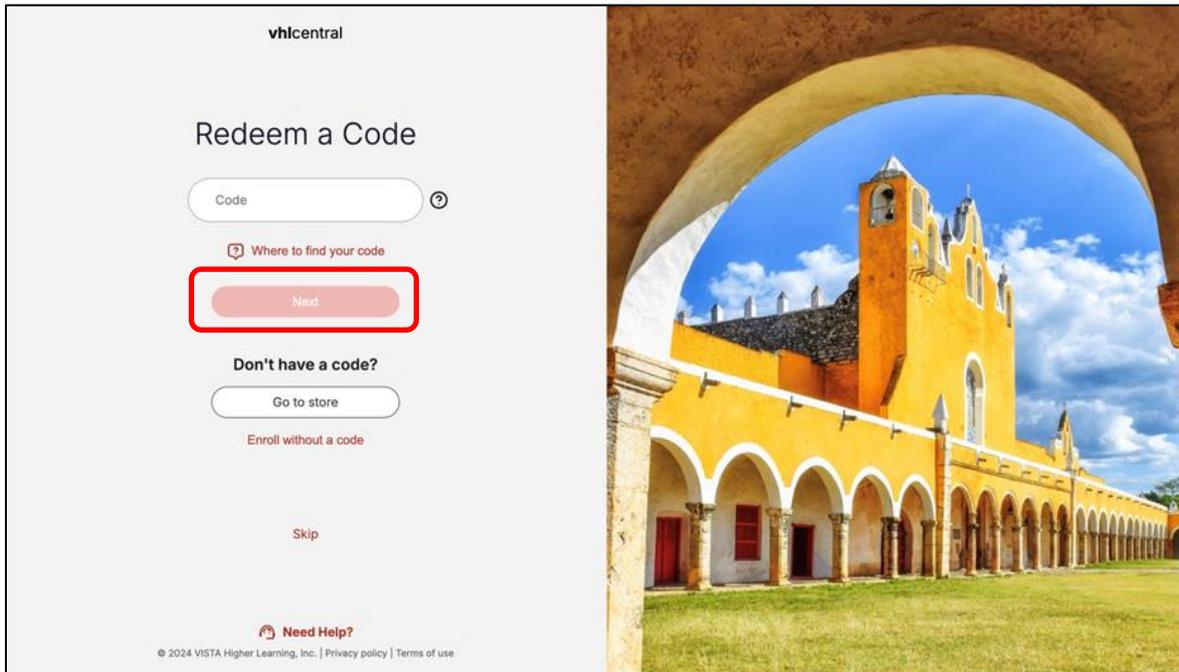
6. Look for a flash alert confirming that the code was successfully redeemed.

Code ARNNPUVA for Vistas, Seventh Edition, Supersite Plus + WebSAM (24M) was successfully redeemed!
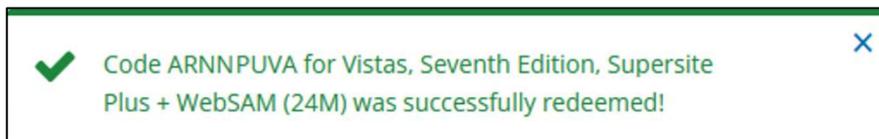
7. To enroll in your teacher's class, go to step 3 in the section, "Enroll in Your Teacher's Class" (p. 13).

6

New Students

If you are new to Vista Higher Learning, complete the following steps to create your account, redeem your code for access, and enroll in your teacher's class.

1. Go to vhlcentral: www.vhlcentral.com.

2. Click "Create an account."
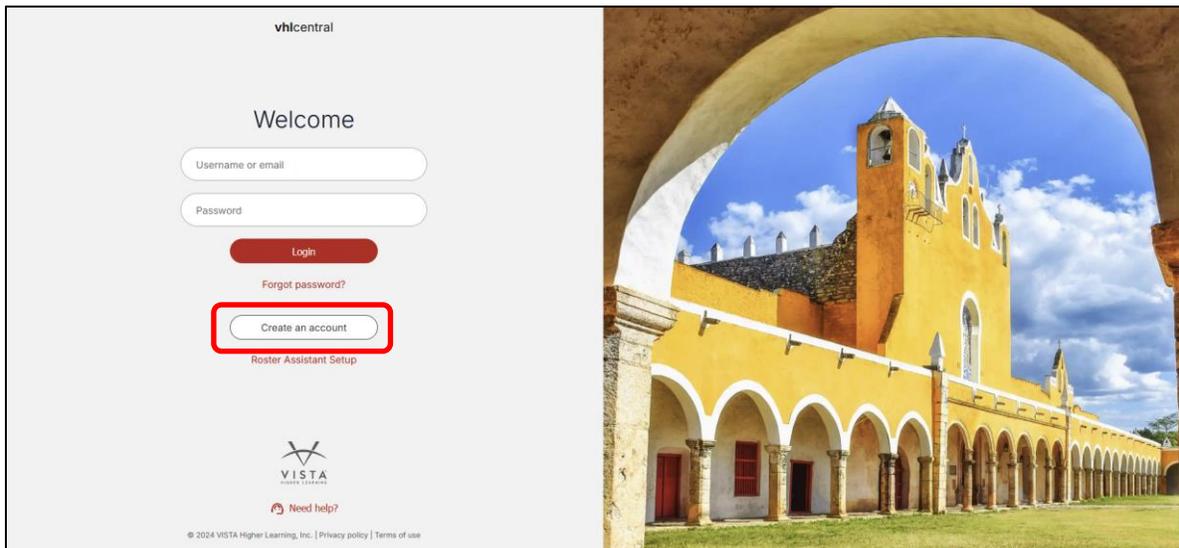
3. On the "Create Account" screen, enter a username of your choice, the email address you would like to associate with your account, and a password of your choice.

4. In the "Personal Profile" section, enter your first and last name as you wish them to appear in your teacher's roster and select the year of your birth from the drop-down list.

5. In the "Security Information" section, select a Secret Question from the list within the drop-down menu and then provide the answer to the secret question. You may later use this security information to help you access your account if you forget your password.

6. Click "Create Account."

7. On the "Confirm Account Information" page, review the accuracy of the information entered. The "Edit Account Information" link allows you to make necessary changes.

8. Click "Confirm" to proceed to the next step.

9. Click "Agree." (Before your account is created, you must agree to the terms and conditions of use policy.)
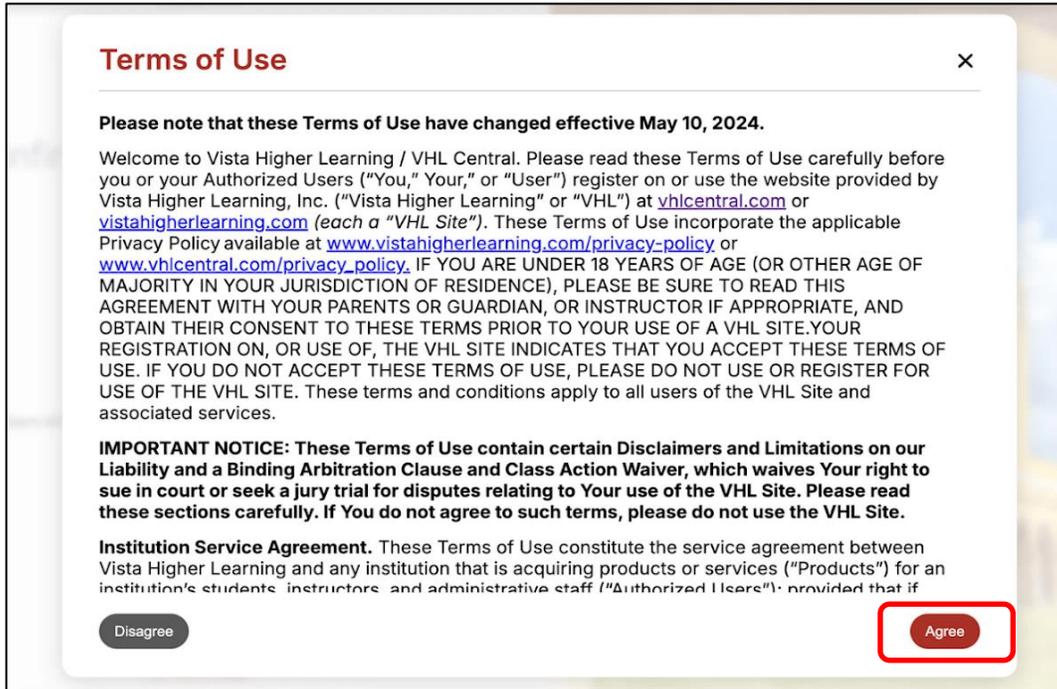
10. The Welcome View is displayed to welcome you into the site before continuing toward course/section enrollment. You may also skip the enrollment and go directly to your vhlcentral homepage.
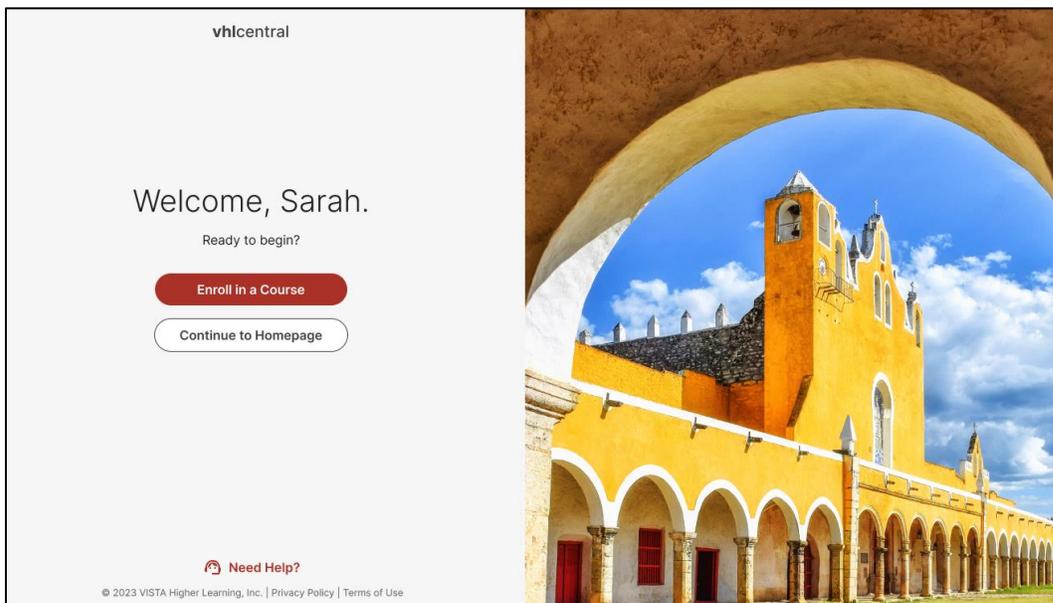
11. Click "Enroll in a Course."

12. After proceeding to enroll in your course and section, you will first need to select your school market on the School Selection page. This allows for the schools that fall into the selected market to appear first in the list of schools.
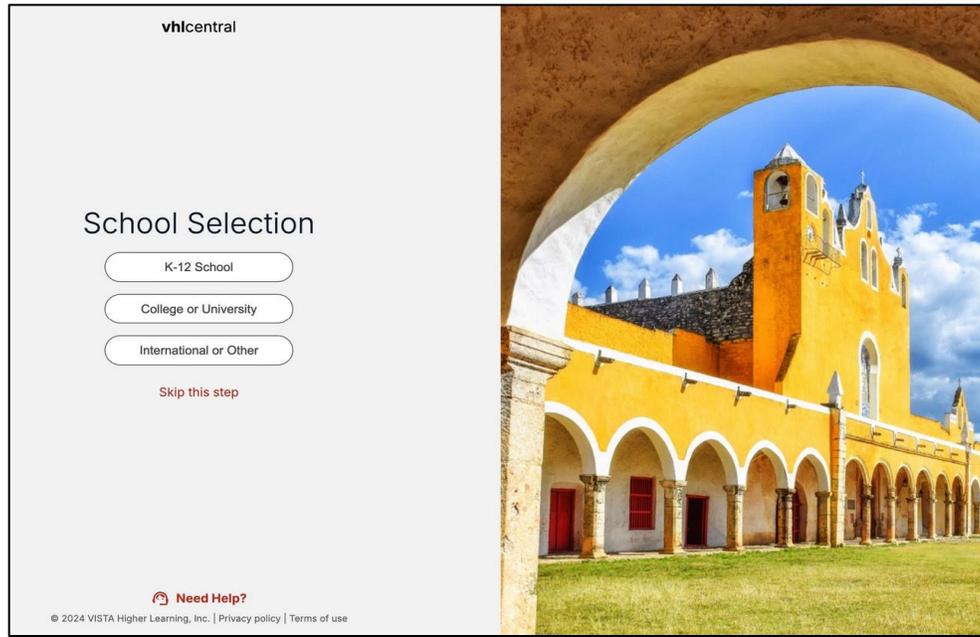
13. Locate your school by typing your school's name. To narrow the search results, include the city and state (or country, if outside of the USA) in which your school is located. Click the "Search" button.
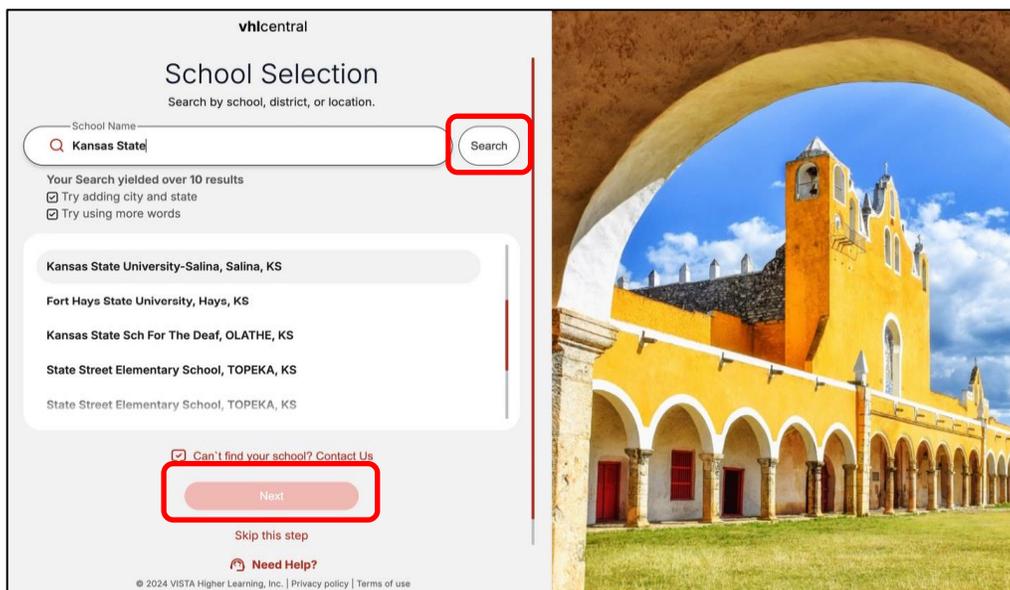
14. Select your school from the list by clicking on the name of the school. Click "Next."

15. A list of Supersite programs associated with the school will be displayed. Courses for the selected program will appear on the right side of the page.

16. After selecting your course and section, click "Enroll."

17. On the "Redeem a Code" activation screen, enter your access code.
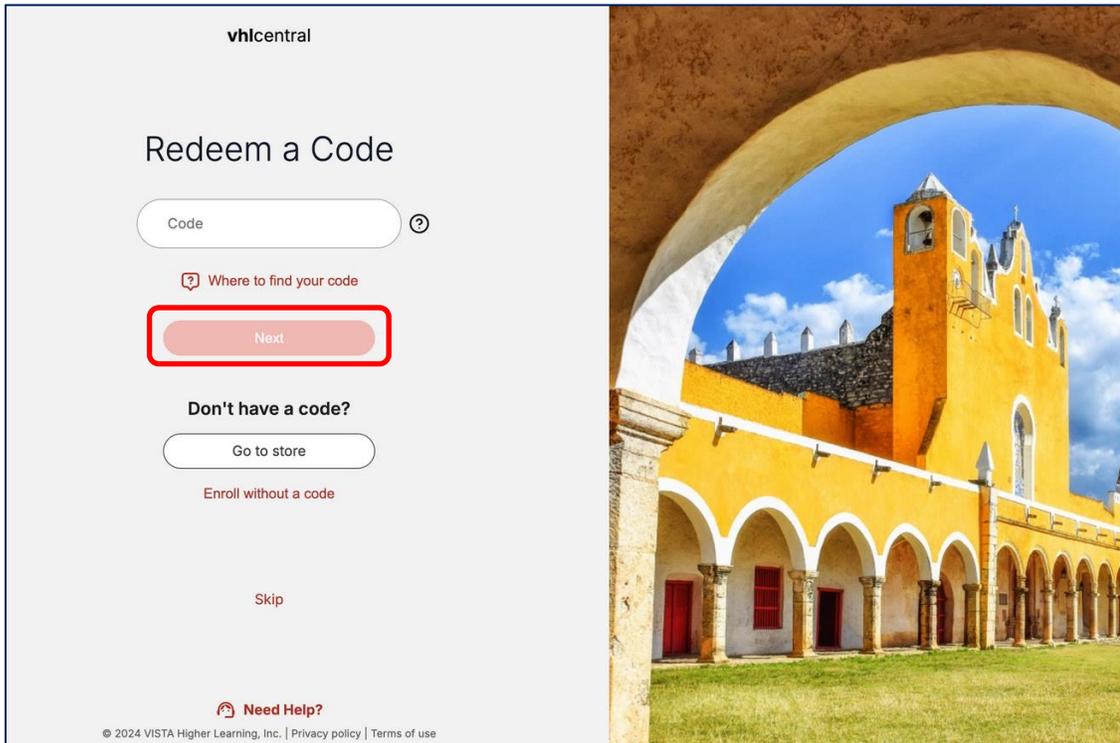
Note: If a school has a site license or inclusive access this step is system automated, so students will not need to be prompted to redeem a code.

18. Click "Next."

19. Look for a flash alert on your Home page that confirms you successfully enrolled in your teacher's class.
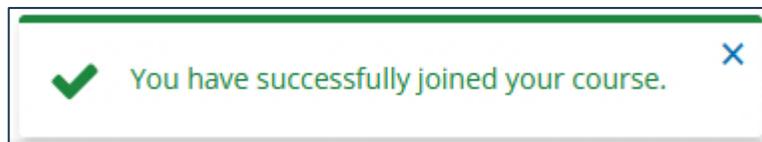
Enroll in Your Teacher's Class

You can access and complete activities after you've set up an account. However, you won't be able to see any of your teacher's assignments, announcements, or feedback, and your teacher won't see any of your completed work until you enroll in the class.

Until you officially enroll in a class, you will see the "Enroll in a course" link at the top of the Programs menu and underneath the image of your Supersite program. To enroll, follow these instructions:

1. Log in to your account at www.vhlcentral.com.

2. Click the "Enroll in a course" link located under the Programs menu.

3. Please select one of the following as your current enrollment status and complete the steps as directed:

    A. **You need to choose your school and enroll in a class:** Continue to step 4.
    B. **You need to change your school and enroll in a class:**
        1) On the "Enroll" page, click on the edit icon next to the current school's name:
        2) Continue to step 4.
    C. **You need to enroll in a class (school already selected):** Skip to step 6.

4. On the "School Selection" page, select your school market and then type in the name of your school. To narrow the search results, consider including the city and state or country in which your school is located.
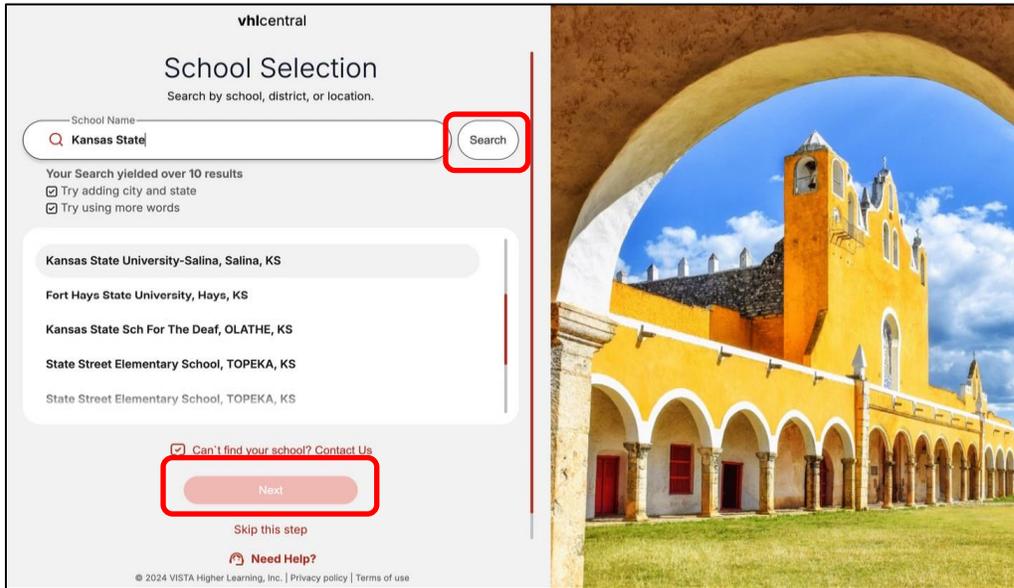
5. Select your school from the list by clicking on the name of the school. Click "Next."

6. A list of Supersite programs associated with the school will be displayed. Courses for the selected program will appear on the right side of the page.
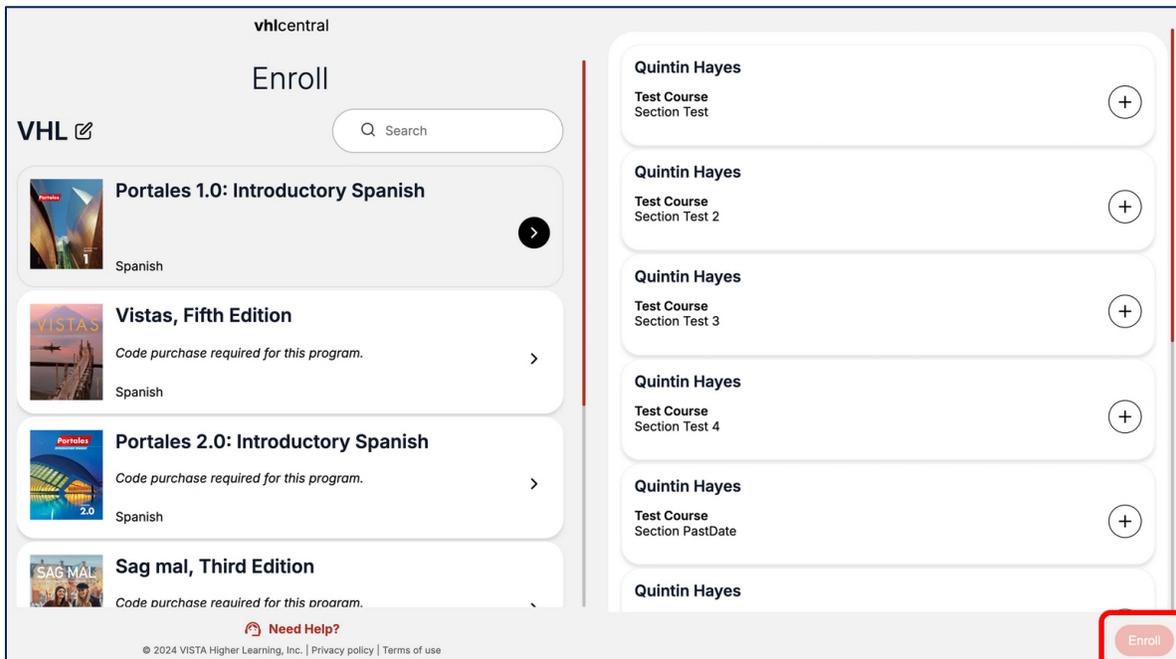
7. After selecting your course and section, click "Enroll."

Make Changes to Your Account Information

In your account menu, you can make changes to your username, password, email address, secret question/secret answer, and your time zone.

1. Log in to your account at www.vhlcentral.com.

2. In the upper right-hand corner of your Home page, click on your account name.

Change Your Username, Password, Email Address, Year of Birth, Secret Question/Answer, or Time Zone

1. From the "My Account" page, click the "Edit My Account" button.

2. Make the necessary changes to your username, email address, year of birth, secret question/answer, or time zone.

3. Click "Save."

Note: *A confirmation screen will appear noting that your changes were saved successfully.*

Change Your Password

1. From the "My account" page, click "Change Password."
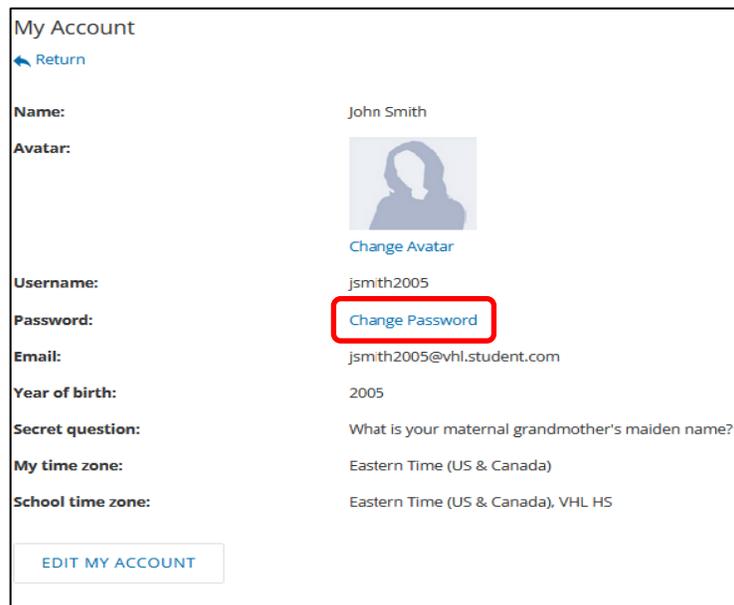
2. Type in your current password once and your new password twice in the proper fields.
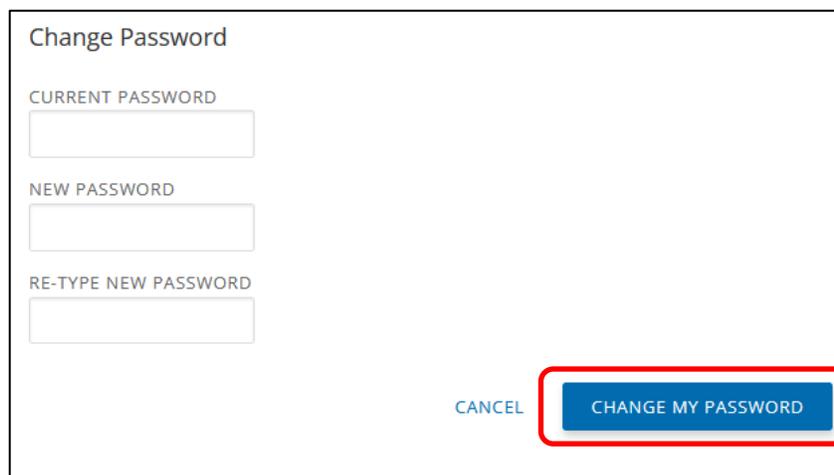
3. Click "Change My Password."

Note: *A confirmation screen will appear noting that your changes were successfully made.*

Add or Change the Photo in the Avatar

You may choose to personalize your vhlcentral account by uploading a photograph to your avatar. The supported file types for digital photos include files with the extensions .jpg or .png. Please remember to include an image that is appropriate for all Supersite audiences, teachers, and classmates alike.

Note: *Adding a photo or other images to the avatar is optional.*

1. From the upper right-hand corner of your vhlcentral Home page, click on your account name.

2. Click on the "Change Avatar" link.
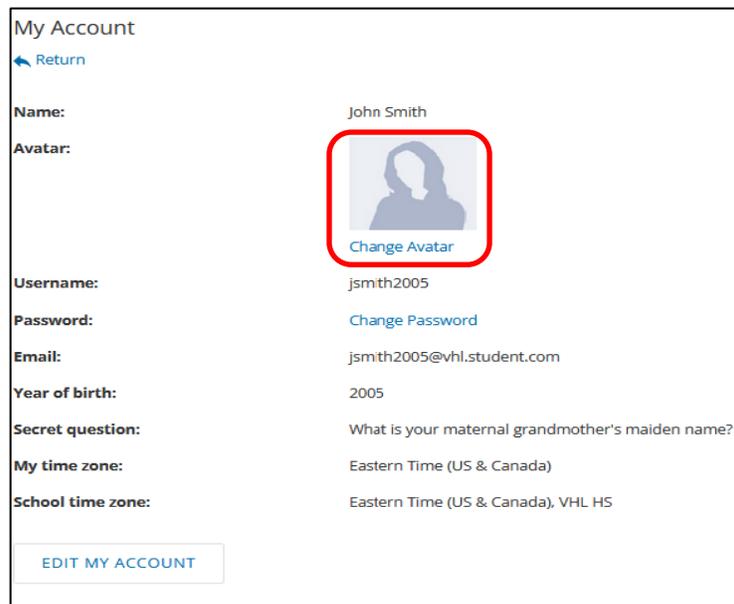
3. On the Change Avatar page, you may upload or delete existing photos from your avatar.
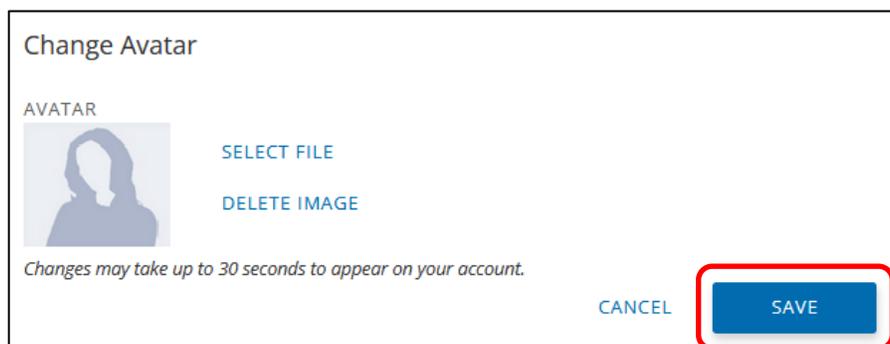
4. Click "Save" to update your avatar photo or image.

Get Login Information Using "Forgot Your Password?"

If you forget or lose your login information you can retrieve it using our automated password help tool, which is located on the vhlcentral login page.

Note: If you do not have a secret question set up in your account, the password help tool generates a message that is sent to the email account associated with your account. To ensure timely delivery of your login information request, it is very important that you add no_reply@vhlcentral.com *to your email account's address book or list of approved senders.*

Request Your Login Information Using Your Email Address

1. From the vhlcentral login page, click on the link "Forgot password?"
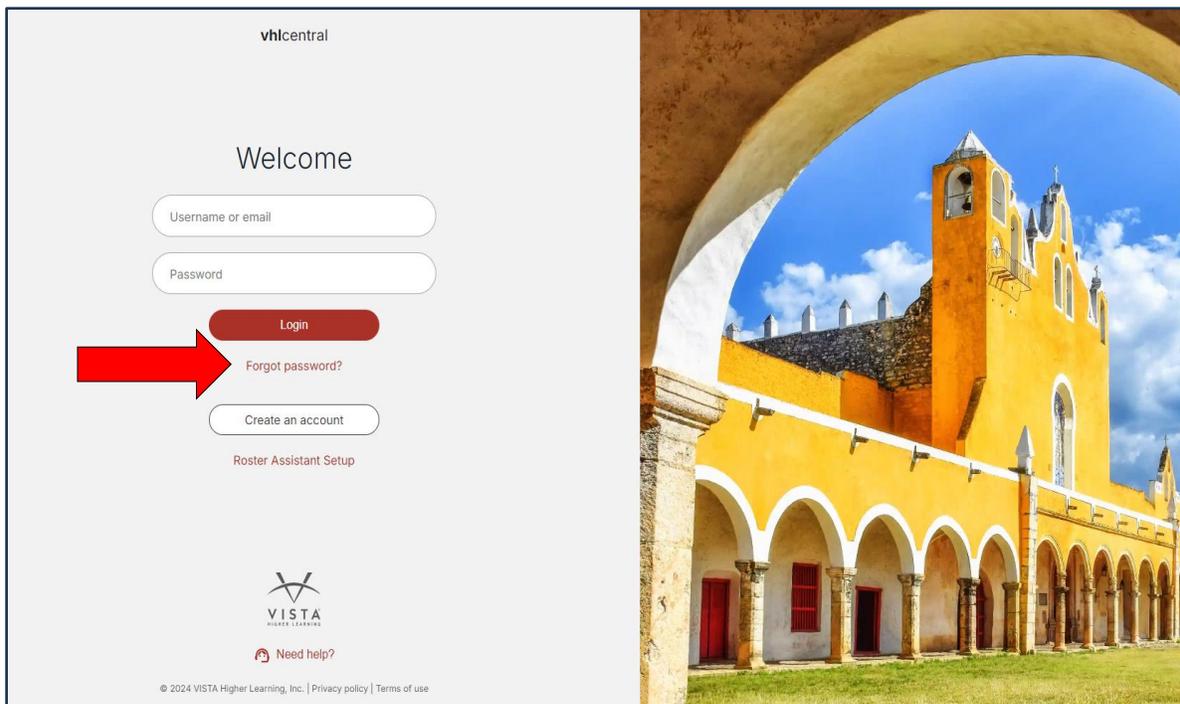
Note: There is a "Need Help?" link placed in this section to further assist you.

2. Type in your email address, then click "Next."
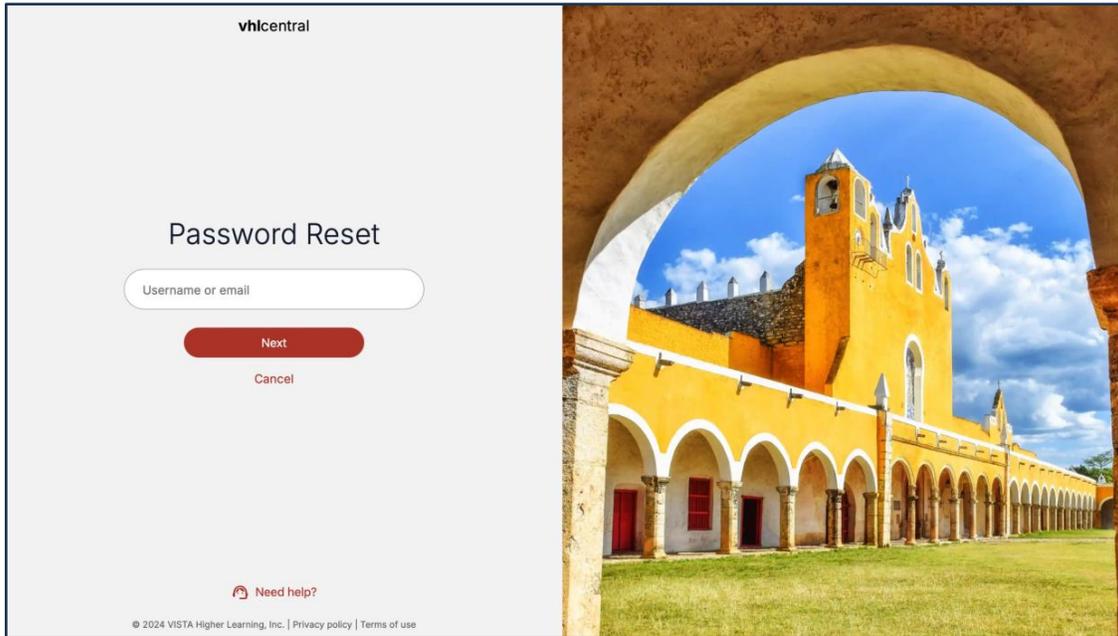
Note: If your email address is not in our system, you will receive an alert.

3. If the email address is in our system, you will receive a flash message stating that instructions on how to reset your password were sent to the email address provided.
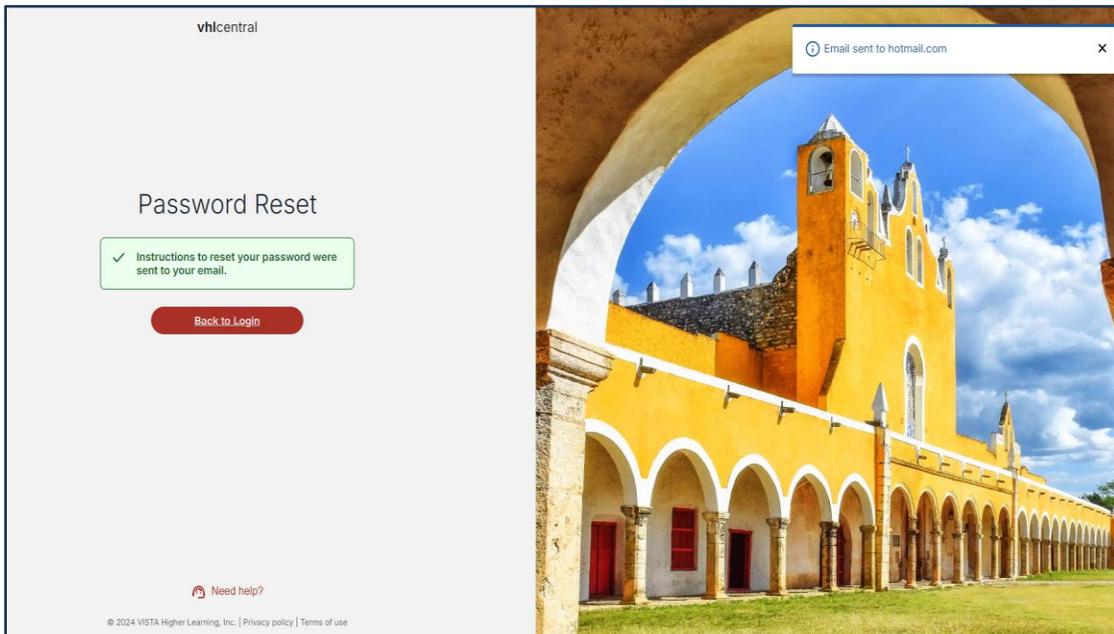
Note: In order to ensure delivery of your login information, be sure to add no_reply@vhlcentral.com to your email account's address book or list of approved senders.

Request Your Login Information by Entering Your Username (No Secret Question)

1. From the vhlcentral login page, click on the link "Forgot password?"
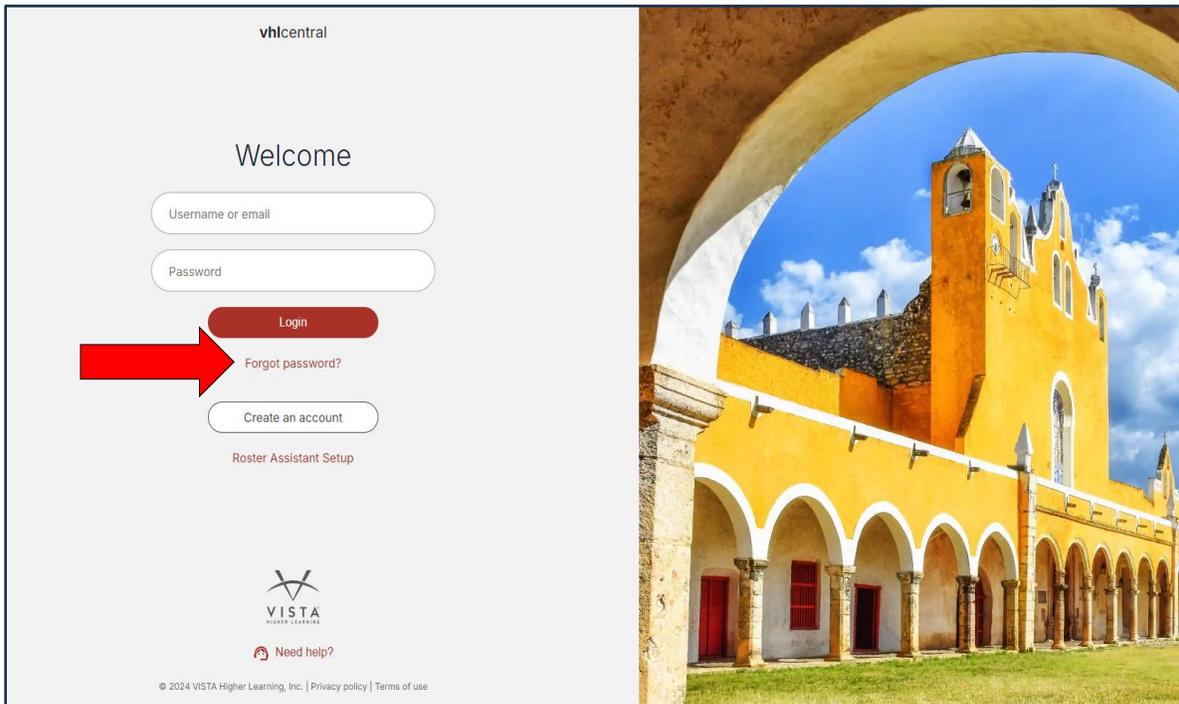
2. Type in your username, then click "Next."
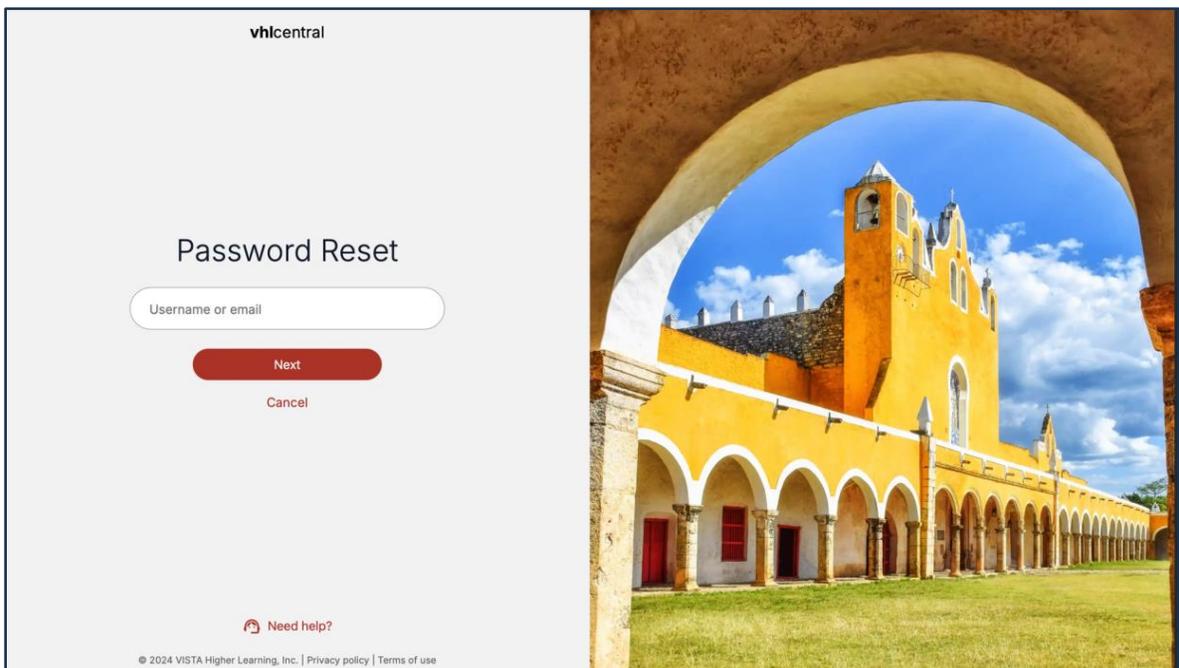
3. On the "Answer your secret question" screen, since you do not yet have a secret answer set up, select "I can't remember my secret answer." Click "Next."
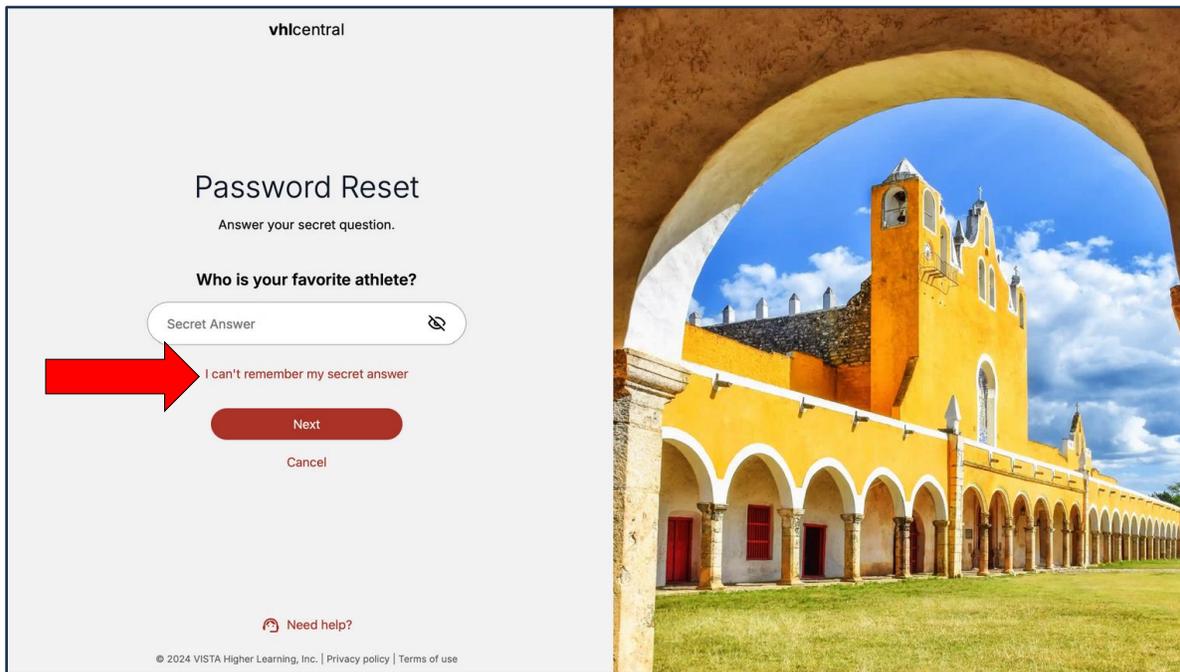
4. You will receive a flash message stating that instructions on how to reset your password were sent to the email address provided.

Note: In order to ensure delivery of your login information, be sure to add no_reply@vhlcentral.com to your email account's address book or list of approved senders.

Request Your Login Information by Entering Your Username (Secret Question Established)

1. From the vhlcentral login page, click on the link "Forgot password?"
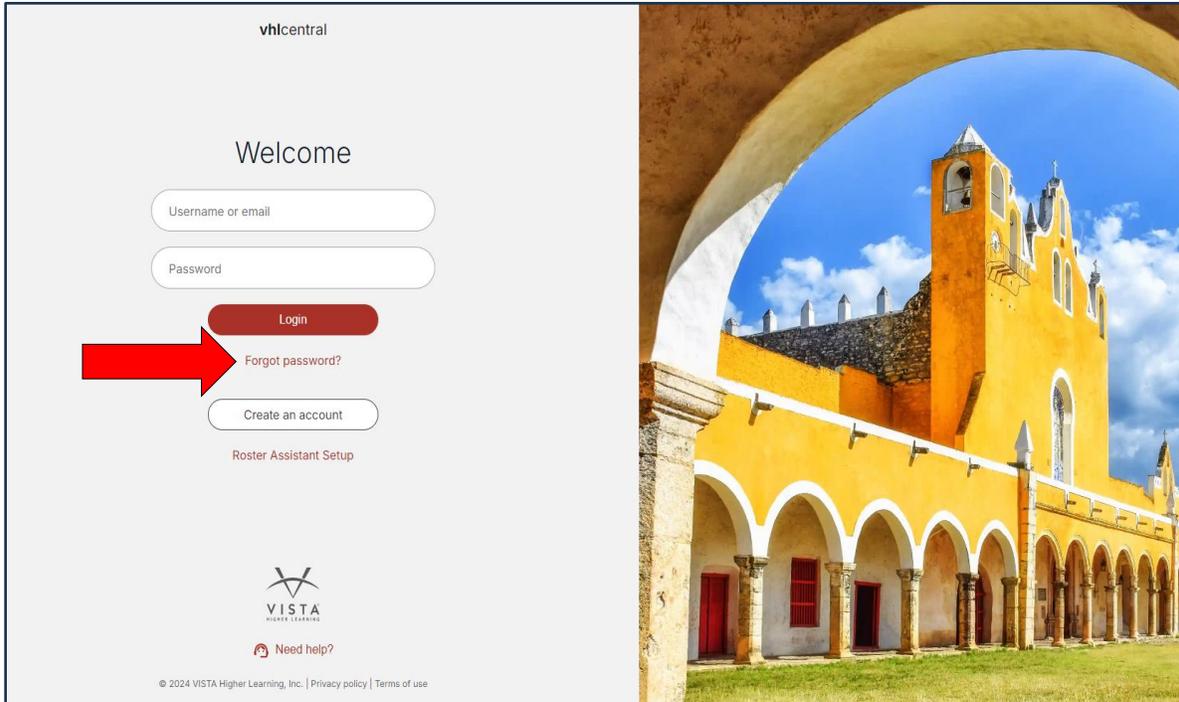
2. Type in your username, then click "Next."
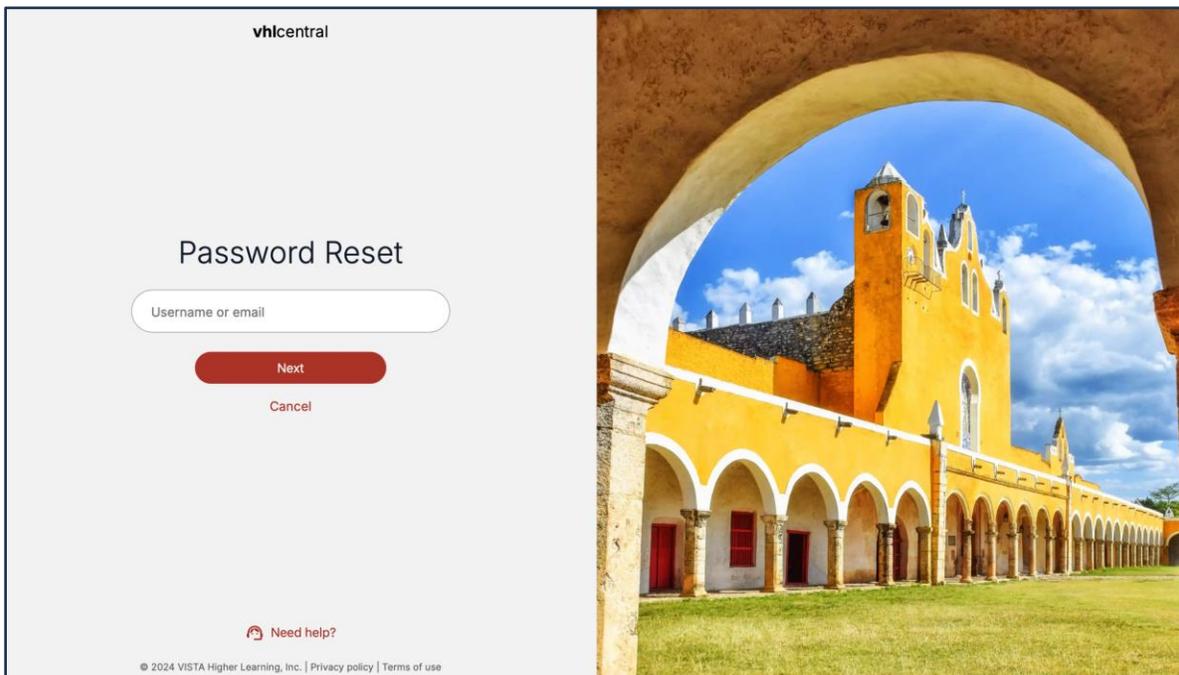
3. You will be prompted to answer your secret question. Enter your secret answer.
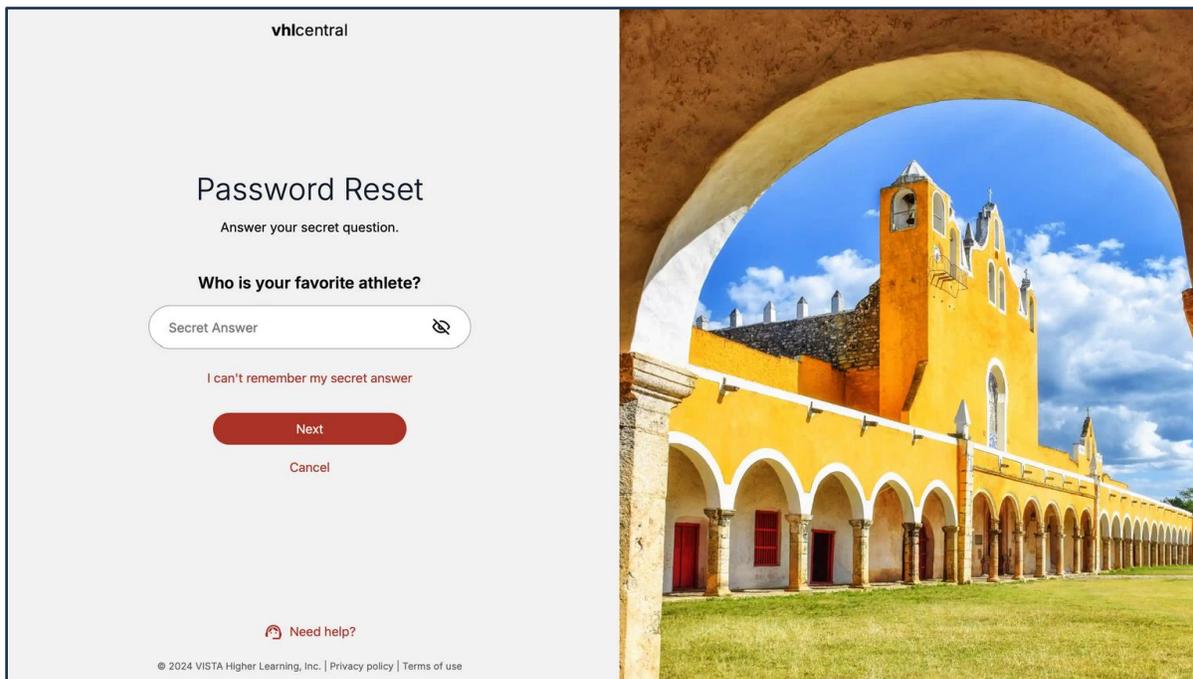
4. Click "Next."
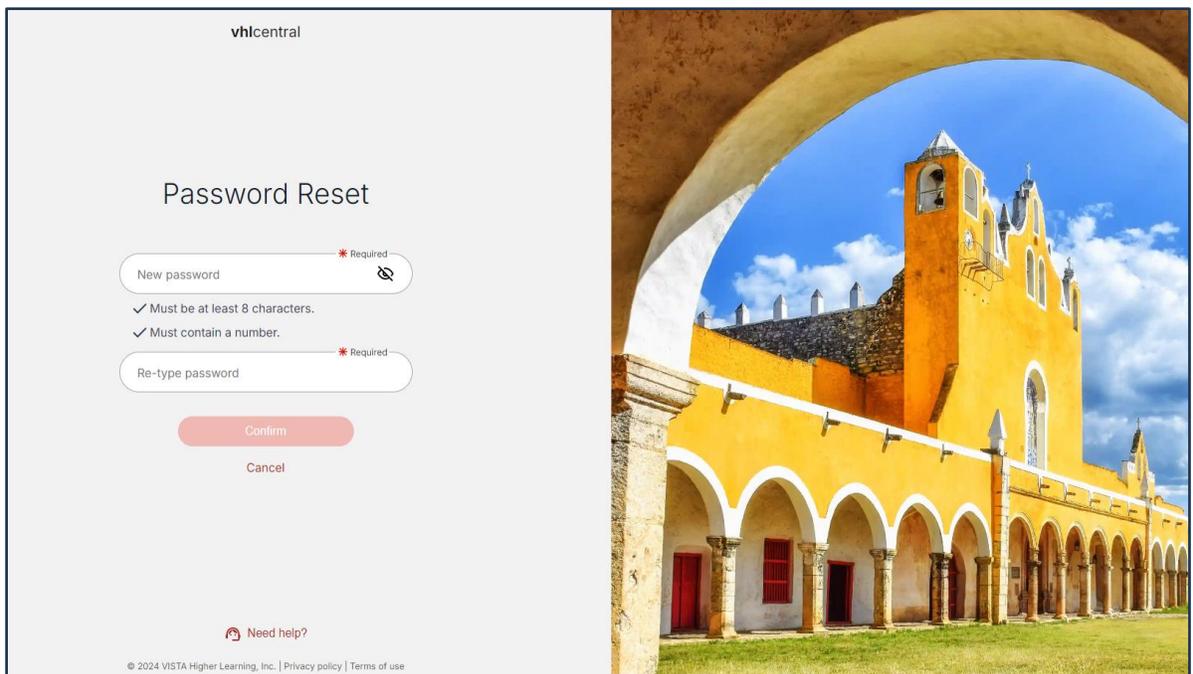
5. At this time, you will be prompted to enter and confirm a new password. Click "Confirm."

6. You will be redirected to your vhlcentral Home page, where you will see a flash message that confirms the success of the password change.