

## Student Registration

Students must register for PageOut® before taking any kind of graded assessments, graded assignments, use of discussion area, student homepages, SimNet XP, Power of Logic Tutor, Grade Summit, Student Notes, and PageOut® account information. To create a student PageOut® account, click on the Student Registration link to access the registration page.

### To Register for a New PageOut® Account

1. Click on “Student Registration” in the links to the left of the page.
2. If you do not have a username and password in PageOut®, click on the Create New Account button to register.
3. Enter the following information which is required to create a PageOut® Student Account.
  - First Name **(required)**
  - Last Name **(required)**
  - User Id **(required)**
  - User Password **(required)**
  - Verify Password **(required)**
  - External Student ID
  - E-Mail Address **(required)**
  - Phone Number
  - Fax Number
  - Privacy Please
  - Course Registration Password **(required – only if the instructor chooses to password protect the Student Registration. The password should be given to you by your instructor prior to registration.)**

**Note 1:** all fields that are required must be filled out in order for your account to be created.

**Note 2:** usernames are derived from one central database, so no two students can have the same username. Only lower case letters, numbers, and dashes are allowed when creating a username and external student id.

4. Once all required fields have been filled out click the “Create” button to create your new PageOut Student Account.

### To Register With an Existing PageOut® Student Account

1. If you already have an account with another course in PageOut®, the same username and password could be registered for this course.
2. If your instructor has chosen to password protect registration, they will give you the password prior to registration for the course.
3. Enter the user id and password for your existing account in the fields below the page and click on the “Register” button to register for the course.
4. Upon registration, a message will appear in red informing you that you registered for the course with a listing of all the fields from your account information. You will receive one of four following messages depending on how your instructor selected certain parameters for the course. If Message 1 appears, then you must wait for your instructor to activate your account to receive full access to the website. If Message 2 appears, then you have full access to all the components within PageOut®. If Message 3 appears, then you need to contact the instructor for registration.

**Message 1: If Instructor didn't automatically activate the students.**

**Registration Successful!**

You have not yet been activated. Your instructor will activate you. You do not need to register again.

**Message 2: If Instructor set automatic activation**

**Registration Successful!**

Your registration is active. You may access all features of the course website

**Message 3: If the Registration Period has not been opened yet.**

**Registration Period**

Open Nov 13, 2003

Close Nov 13, 2003

The registration period has not yet opened. Please see your instructor if you need to register.

**Message 4: If the course password does not match.**

**Invalid registration password**