

View Existing Account Information

PageOut® allows students to view their account information and the ability to update their PageOut® account information.

To View the My Student Account

1. Select the proper course that you are registered for from your instructors list of courses.
2. In the upper right hand corner select the My Account link, next to logout. This will open a new browser window which will required login. **NOTE: If you have a pop up stopper enabled, it may not allow this window to open.**
3. Enter your User Id and Password in the fields and click on the “login” button. **NOTE: PageOut® accounts are case sensitive.**
4. If you have forgotten your password, click on the link at the bottom of the Login browser window.
5. Enter your PageOut® User Id and Email address that you registered with for the PageOut® Student Account. Then click on the “Email Password” button to receive the forgotten password.

NOTE: If your PageOut® User Id and Password verify correctly, an email will be sent to the verified email address. If the email address given does not match the email address currently set in the account specified, please contact your instructor for your account information.

Editing the My Student Account

Once logged in to you're My Student Account you should see your student account information. You can click the “Edit My Account” button to update your account information, or you can click on the “Change My Password” button to change your password.

1. Click on the “Edit My Account” button to update your account information.
2. You can update the following information on this page:
 - First Name **(required)**
 - Last Name **(required)**
 - User Id **(required)**
 - External Student ID
 - E-Mail Address **(required)**
 - Phone Number
 - Mobile Phone (Messaging) ***Charges May apply to the recipient (If you are using a listed service, please type your cell phone number only and select the service in the drop down box. If you would like to use a non-listed service, choose other and define the entire messaging email address.)**
 - Fax Number
 - Privacy Please
 - CD Drive
(If your instructor is using CD-Rom content that requires you to view with the same CD-Rom that your instructor is using for class materials within Course Content, you must choose the drive letter of your CD-Rom that the CD is going to operate off of.)
3. Click the “Save” button at the bottom of the page to activate any changes made.

Change My Password

1. Click on the “Change My Password” button to change your password.
2. To change your password, type in your current password. Then type the New Password and then type the new password in the New Password Again field.

3. Then click on the "Save" button for the changes to take effect.

To View Existing Account Information from Student Registration Page

Students also have the option within the Student Registration page to view their account information.

1. Click on Student Registration link to view the Student Registration page.
2. At the bottom of the page, there is a sentence asking you if would like to view your existing account information, please click the link.
3. Enter your User Id and Password in the fields provided, and click on the "Login" button.
4. You can click the "Edit My Account" button to update your account information, or you can click on the "Change My Password" button to change your password. If you need to make any of these changes, view the steps above on **Editing the My Student Account** instructions.
5. In the **Courses** section, if you are registered for other courses in PageOut® there will be a listing made available. There is a chart below that will show the "Course Title", the "Instructor", and "Status In Course". The "Status In Course" column indicates whether the instructor has activated you for that course. If you have not been activated in the course, you will not be able to access the restricted areas that require a login. Please contact your instructor if you have not yet been activated for your course.
6. You can also **Register for a new course** by clicking your instructor's web site address (URL) and click "Go". You will be taken to your instructor's web site where you may register for one of your instructor's courses.