



Connect For Education Student Guide for D2L Brightspace

This guide has been tailored to describe the purchasing and registration process for your course, which is hosted through your school's D2L Brightspace platform. Based on how your course has been configured, you will NOT need to register your access code on the Connect For Education registration page. Instead, you may proceed directly to your school's D2L Brightspace platform for course access. Please review the following information carefully for instructions on how to gain access to your course. If you run into any questions, please feel free to reach out to Tech Support at support@connect4education.com, our team would be happy to help!

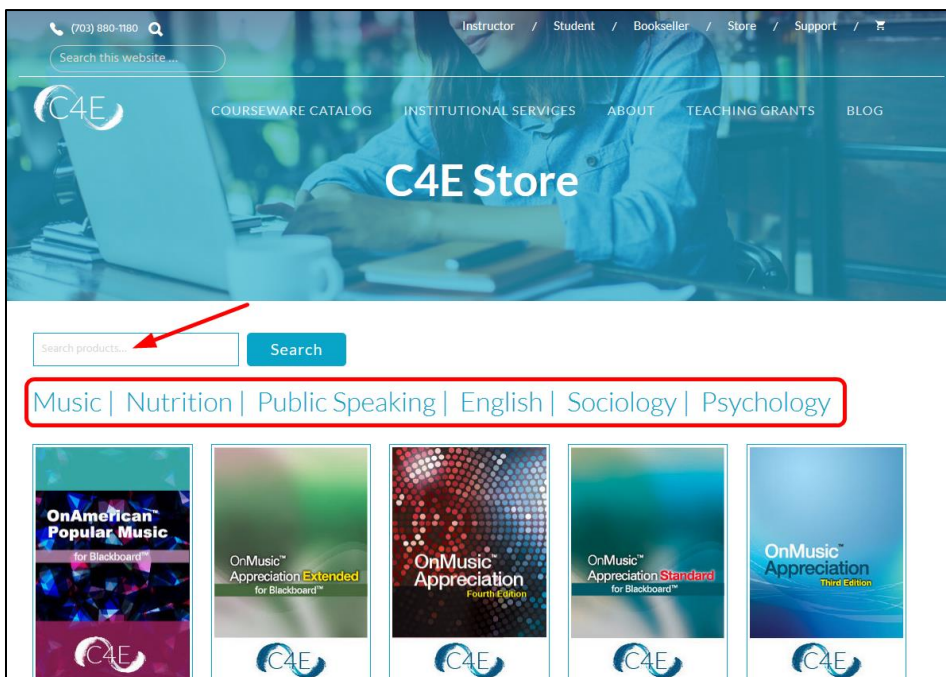
Please also note: If you are enrolled in your school's inclusive access (or First Day access) program and opt-out of your provided code, you will need to provide C4E with a new access code to reinstate your access. For more information, please visit our helpful FAQ [here](#).

Purchasing Your Access Code

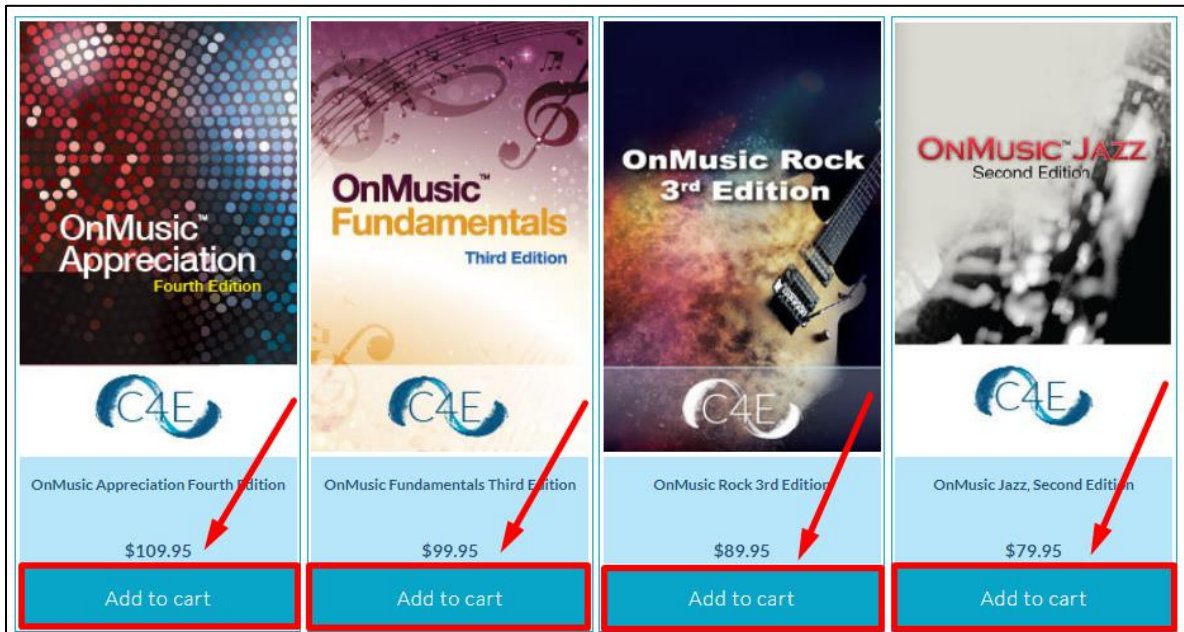
To access the course materials, you will first need to purchase an access code. You may purchase your access code from the campus bookstore, or directly from the C4E Online Store: <https://store.connect4education.com/>. Please note, if you are using financial aid, you will need to purchase your access code from the campus bookstore.

To purchase an access code from the C4E Online Store:

1. Visit the C4E Online Store: <https://store.connect4education.com/>.
2. Locate the course you are taking by using the search field or by selecting one of the product category links:



3. Click the 'Add to Cart' button to add the desired access code to your cart:




4. Click the **'View Cart'** button to begin the checkout process.
5. The **Return Policy** for your purchase will be displayed. Please be sure to read and understand the **Return Policy** before proceeding with your purchase:

Returns for Online Access Codes

Registered access codes may be returned within 7 days of the registration date as long as no coursework has been completed. Under no circumstance will a refund be issued if any work in the course has been done.

The access code may be returned for a refund within 120 days of purchase if it has not been registered. To request a refund, please forward your order confirmation email to orders@connect4education.com and include a refund request in the message. After we verify the code has not been registered, we will issue a refund and send an email confirmation. Please allow 2-5 business days for the refund to post to your account.

6. Click the **'Checkout'** button to enter your Shipping and Billing Information.

Product	Price	Quantity	Total
 OnMusic Appreciation Fourth Edition	USD 109.95	1	USD 109.95

Coupon code

Cart Totals	
Subtotal	USD 109.95
Total	USD 109.95



7. Enter your Billing Information and review the **Store Policy** (link located on the right). After reviewing the policy, be sure to check the box to indicate that you've read and accept the **Store Policy**:

Authorize.net **Authorize.Net**
a CyberSource solution

Pay securely by Credit or Debit Card through
Authorize.net Secure Servers.

I've read and accept the [Store Policy](#) *

Place order

Then, click the **Place order** button to pay securely by credit or debit card through Authorize.net secure servers. Once you are redirected to Authorize.net, you will be prompted to enter your credit or debit card information (Card Number, Expiration Date, and Card Code), edit your billing address/phone if needed, and then click the 'Pay Now' button to complete your purchase.

8. Once you complete the purchase process, your access code will appear on the Confirmation screen after your payment has been confirmed. Your access code will also be emailed to the email address provided during the purchase process. If you do not see the email, be sure to check your spam/junk mail folders.

Note: If you are unable to find the access code in your Inbox, please check your email's spam/junk mail folders. You can also request the access code to be re-sent to you by contacting orders@connect4education.com or by calling (703) 880-1180 x111.

Registering Your Access Code

Once you have purchased your 14-digit access code, please use the following steps to register your code on your school's D2L Brightspace course site. Please note that this process may vary, depending on how your instructor has setup the course within D2L Brightspace. With this in mind, it may be helpful to pay particular attention to any additional instructions your instructor may provide. You may also need to explore the links available within D2L Brightspace before locating the correct LTI link to access the C4E course.

Provided below are general instructions to access the C4E course text within D2L Brightspace:

1. Access your course on your school's D2L Brightspace course site.
2. Under 'Course Modules,' locate and click the LTI link for the Connect For Education Course text.
3. Enter the 14-digit Access Code that you purchased for the course and click 'Submit':



Technical Support Test Course 21 (Simple LTI Only)

First Name: support

Last Name: student3

Email: supportstudent3@mailinator.com

Courses: Tech Support Course- Simple LTI

Registration Code:

Click Submit to proceed. Click Cancel to go back.

- Once your code has been accepted, the page will refresh and the Connect For Education course site will appear within your D2L Brightspace LMS. This will give you full access to the interactive Connect For Education course text directly from D2L Brightspace. Please note, due to the interactive components of the course, all lesson pages and coursework must be accessed from D2L Brightspace (you will not be able to download the course text itself).

Important!

*Please note, if you are asked for login credentials after entering your access code, please make sure your browser cookies are enabled. For step-by-step instructions on enabling your browser cookies, please visit: <https://connect4education.com/online-technical-support-org-cookies/>.

Once cookies are enabled, you may need to clear your browser cache. In most computer-based web browsers, to open menus used to clear your cache, cookies, and history, press Ctrl-Shift-Delete (Windows) or Command-Y (Mac). If this doesn't work, follow the appropriate instructions on the page below:

<https://connect4education.com/online-technical-support-org-cache>

Technical Issues or Questions

In the event you have any questions or issue(s) related to the course and require additional assistance, please contact Connect For Education Technical Support for assistance:

Email: support@connect4education.com

Phone: 703-880-1180 x200

Hours: Monday - Friday, 9 a.m. ET to 6 p.m. ET