

Preparing for your Connect For Education Course

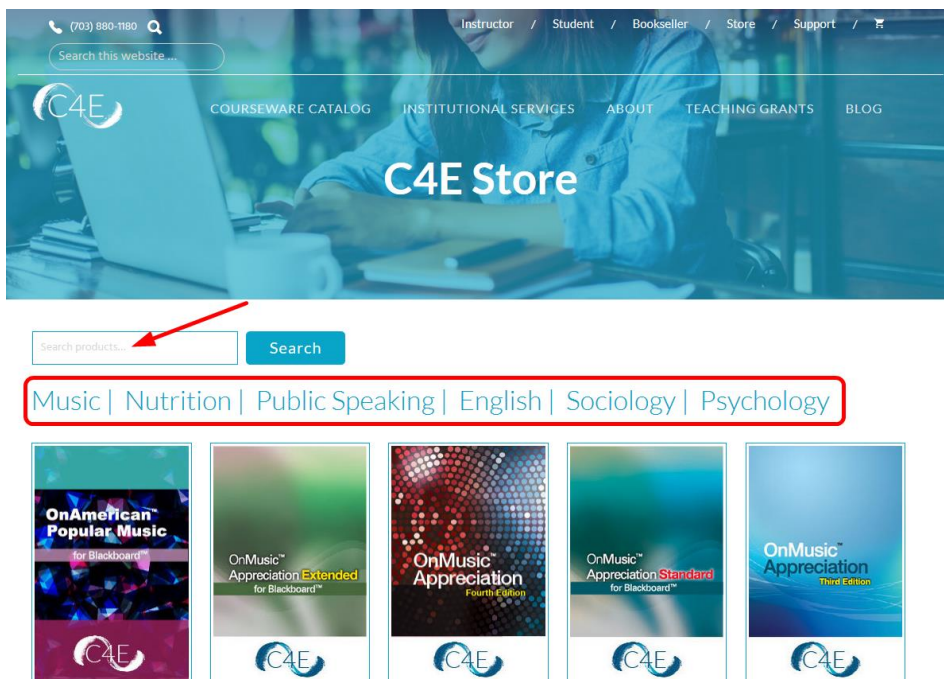
Please Note: This guide has been tailored to describe the purchasing and registration process for your course, which is hosted through your school's Blackboard platform. Based on how your course has been configured, you will NOT need to register your Access Code on the Connect For Education registration page. Please review the following information carefully for instructions on how to gain access to your course.

Purchasing Your Access Code

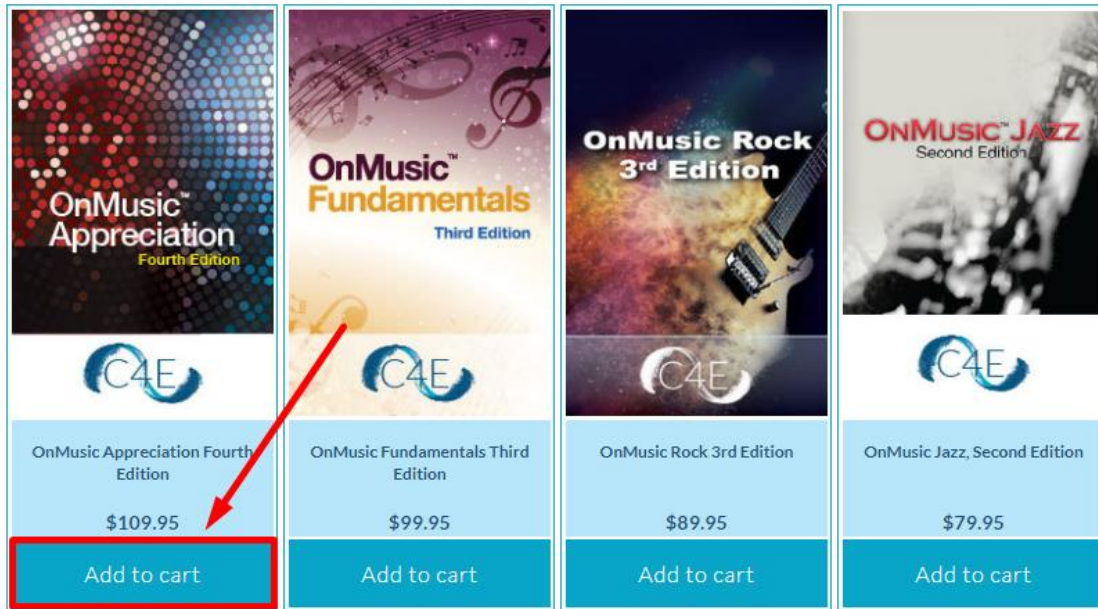
To access the course materials, you will first need to purchase an Access Code. You may purchase your Access Code from the campus bookstore, or directly from Connect For Education's Online Store (<https://store.connect4education.com/>). Please note: if you are using financial aid, you may need to purchase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

Provided below are instructions to purchase the Access Code from the C4E online store:

1. Access the Connect For Education 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 Access Code to your cart:



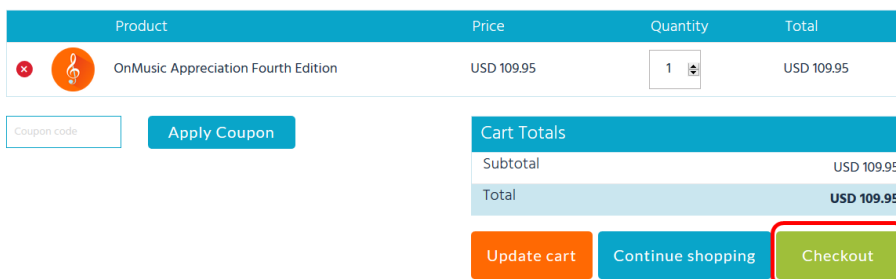
4. Click the **'View Cart'** button to begin the checkout process.
5. The **Return Policy** for your purchase will be displayed. Please be sure to read and understand the **Return Policy** before proceeding with your purchase.

Returns for Online Access Codes

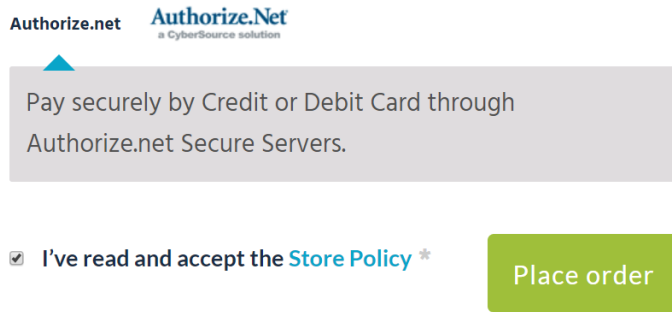
Registered access codes may be returned within 7 days of the registration date as long as no coursework has been completed. Under no circumstance will a refund be issued if any work in the course has been done.

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.



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**.



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. (If you have purchased an older 15-digit Blackboard code for the same course type, the registration process will accept this as well.)

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 Blackboard course site:

1. Access your course on your school's Blackboard course site.
2. From the Navigation menu to the left, select 'Content.'
3. Click the link for the Connect For Education Course text (LTI connection).
4. Enter the 14-digit Access Code that you purchased for the course and click 'Submit':

• This course is published by **Connect For Education**. An Access Code is required to access this course content.
• Need an Access Code?

Connect For Education Course

First Name: Test
Last Name: Student
Email: teststudent@mailinator.com
Courses: Connect For Education Course
Registration Code:

Click **Submit** to proceed. Click **Cancel** to go back.

If you have purchased an older 15-digit Blackboard code for the same course type, the registration process will accept this as well.

5. Once your code has been accepted, the page will refresh and the Connect For Education course site will appear within your Blackboard LMS.

*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 Questions or Issues

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