

# Student Payment Instructions

Before you begin you will need your *FAU Net ID and password*. Remember, this is a two-step process that includes paying for the ALEKS Assessment & completing the Tools Tutorial, then scheduling yourself to take the assessment. ***If you are testing with accommodations, please email [fautesting@fau.edu](mailto:fautesting@fau.edu) prior to paying for the ALEKS PPL.*** Below are detailed instructions of the payment process and the Tools Tutorial. If you do not know your *FAU Net ID and password*, please contact the FAU Helpdesk at [fau.edu/oit](http://fau.edu/oit)

**STEP 1:** To begin the payment process click the active link below

<http://www.fau.edu/ugstudies/aleks-ppl/login.php>



**STEP 2:** Login to the ALEKS portal using your *FAU Net ID and password*. The cost of the assessment is \$15. You will be allowed 5 attempts for the assessment.

**STEP 3:** Check the “*Terms of Use*” box, then click *continue*. Proceed to the next page, then click *continue*, where you will start the payment process

**STEP 4:** To begin the payment process click  
"Purchase the ALEKS course access"

The screenshot shows the ALEKS registration interface. At the top, the McGraw-Hill Education logo and the ALEKS logo are displayed. Below the logo is a progress bar with five steps: 1. ENTER CLASS CODE, 2. CONFIRM COURSE CODE, 3. COURSE ACCESS (highlighted in red), 4. STUDENT INFORMATION, and 5. REGISTRATION COMPLETE. Under the progress bar, the heading "STUDENT REGISTRATION: COURSE ACCESS" is followed by a red link "Purchase access online" with a red arrow pointing to it. To the right of the arrow is a yellow box with a red border containing the text "CLICK HERE TO BEGIN PAYMENT". Below the link, there is a note: "If you have already purchased access online, look for the receipt that was e-mailed to you." At the bottom left, there is a link: "I have non-commerce access to ALEKS".

**STEP 5:** Be sure to fill out all the requested information and accept the McGraw-Hill service agreement and review email address and billing address before entering payment information

The screenshot shows the "Register for your access code" form. The form is divided into several sections:

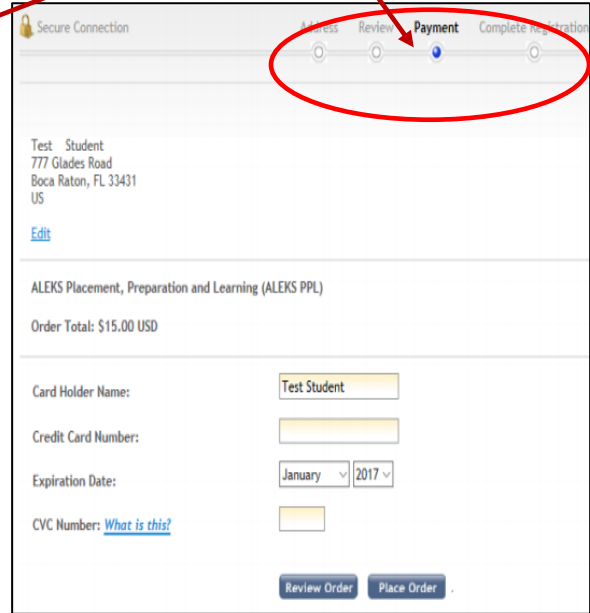
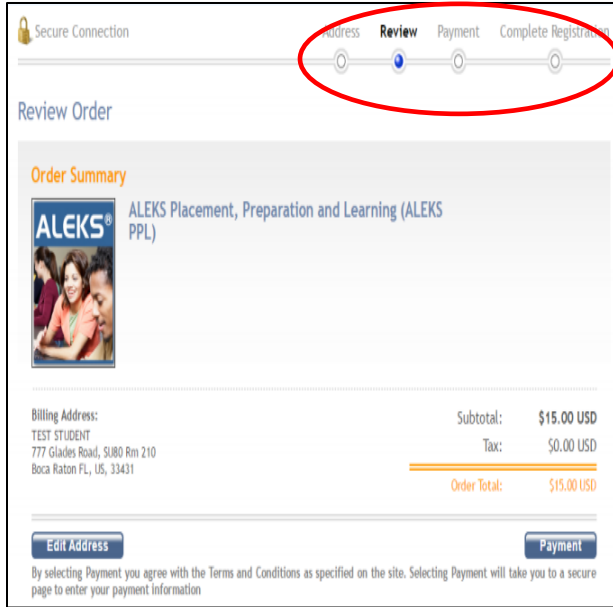
- Email Address:** Includes fields for "Email address" and "Re-type your email address".
- Tell us about your school:** Includes dropdown menus for "Country" (United States), "State" (FL), and "School" (FLORIDA ATLANTIC U BOCA RATON (Boca raton)).
- Billing information:** Includes fields for "First Name", "Last Name", "Address" (111 Test Street), "Country" (United States), "State" (FL), "City" (Boca Raton), "Zip Code" (33431), and "Phone Number" (5612973000).
- McGraw-Hill Education Service Agreement:** Includes a checkbox labeled "I Accept" which is circled in red.

At the bottom of the form, there are "Cancel" and "Review Order" buttons.

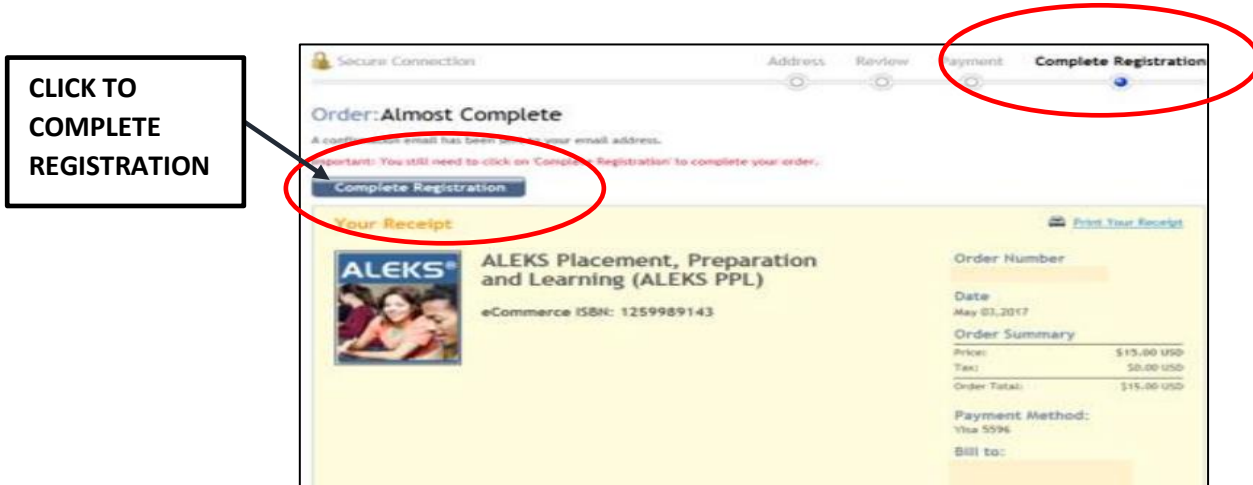
**STEP 6:** Review your registration information then enter your credit card information.

**NOTE:** Proceed until the progression bar shows "Complete Registration"

### Progression Status Bar



**STEP 7:** Be sure to click the "Complete Registration button. Progression bar status must say "Complete Registration" before a receipt will be sent to you



## Receipt and Account Information

Please be sure to follow the steps to continue to your ALEKS assessment. If you do not continue until the student registration is complete, you will not be able to complete the Tools Tutorial or receive the receipt with your 20-digit access code. Continue until you reach the Tools Tutorial.

The image displays three sequential screenshots of the ALEKS website interface, illustrating the steps for account registration and class continuation. Red arrows indicate the flow between key elements, and yellow callout boxes provide important instructions.

**Top Screenshot: YOUR RECEIPT AND ACCOUNT INFORMATION**  
The page header includes the ALEKS logo and a "HOME" link. The main heading is "YOUR RECEIPT AND ACCOUNT INFORMATION" with a "Print this page" link. A security notice states "You are on a secure server." Below this, the user is identified as "ALEKS Placement, Preparation and Learning (ALEKS PPL)". The reference number is "ABCDEF-12345678" (marked as a sample reference number) and the ALEKS Access Code is "ABC12-DEFGH-IJ345-67LMN" (marked as a sample code). A yellow callout box with the text "Be sure to click continue to automatically load your assessment code" has a red arrow pointing to the "Continue to Sign Up" button.

**Middle Screenshot: STUDENT REGISTRATION: REGISTRATION COMPLETE**  
The user is enrolled in "Class: FAU 2017-2018, Summer/Fall 2017" at "School: Florida Atlantic University". A yellow callout box with the text "IMPORTANT! BE SURE TO CLICK CONTINUE" has a red arrow pointing to the "\*Continue To Your ALEKS Class" button.

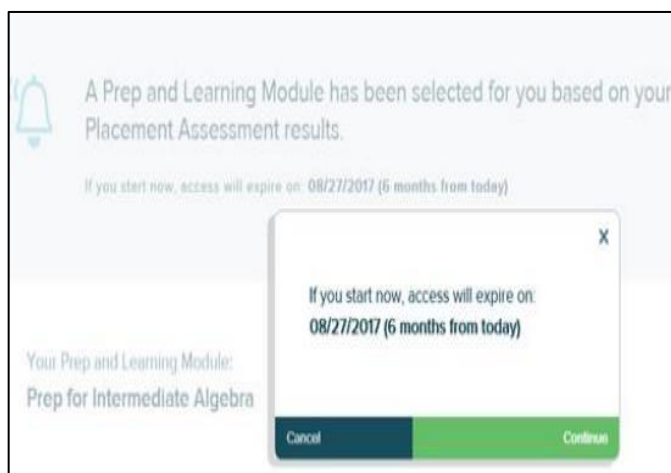
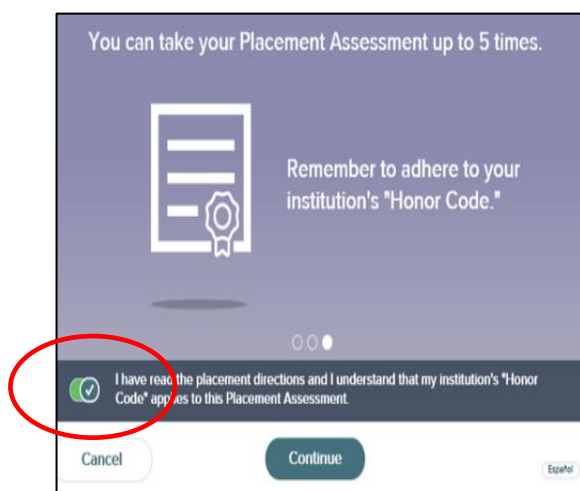
**Bottom Screenshot: STUDENT REGISTRATION: REGISTRATION COMPLETE**  
This screenshot is identical to the middle one. A yellow callout box with the text "Be sure to click CONTINUE proceed" has a red arrow pointing to the "CONTINUE TO YOUR ALEKS CLASS" button.

## ALEKS PPL TOOLS TUTORIAL & LEARNING MODULES

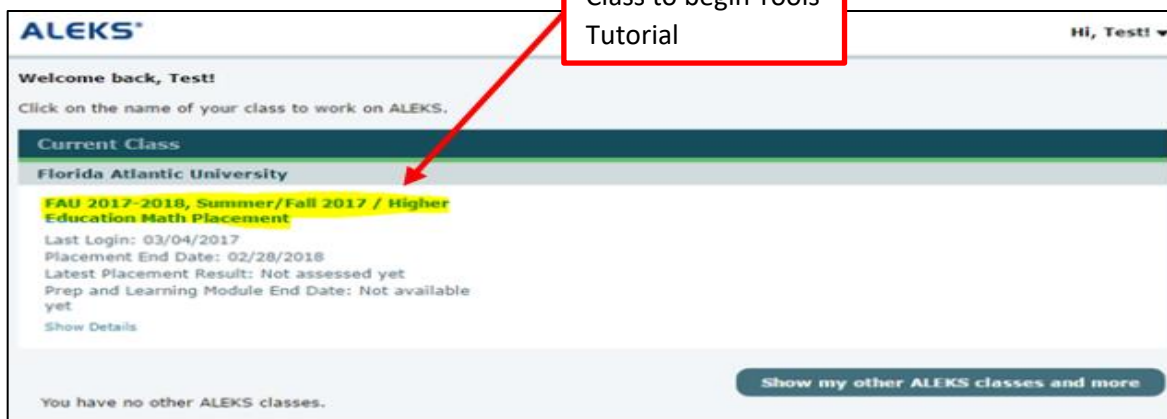
You are now ready to complete the Tools Tutorial. The Tools Tutorial explains how to navigate through the software and utilize the tools you will need to take your assessment. You may take the assessment up to 5 times for the \$15 fee. There are Learning Modules available to help you improve your score before retaking the assessment. \* *You must take the assessment at least once to access the Learning Modules.* If you need more than 5 attempts please contact [fautesting@fau.edu](mailto:fautesting@fau.edu).

**NOTE:** When you are prompted for a **password** you have completed the Tools Tutorial. **You must now schedule to take the assessment by returning to <http://www.fau.edu/ugstudies/aleks-ppl/login.php>** and follow the instructions for STEP 2. You may schedule your assessment at the FAU Testing Center or take your assessment at home using the Honorlock remote proctoring software.

Be sure to acknowledge the "Honor Code" certifying statement to continue to the Tools Tutorial. ALEKS access is good for 6 months from the day you start.



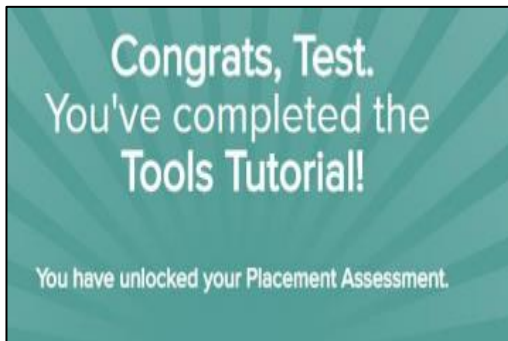
Click on Current Class to begin Tools Tutorial



Start your Tools Tutorial by clicking the “Get Started” button. Continue through the tutorial until you are prompted for a password.

**NOTE:** When you are prompted for a **password** you have completed the Tools Tutorial. **You must now schedule to take the assessment by returning to <http://www.fau.edu/ugstudies/aleks-ppl/login.php> and follow the instructions for STEP 2.**

You may schedule your assessment at the FAU Testing Center or take your assessment at home using the Honorlock remote proctoring software.



PASSWORD

**NOTE:** When you are prompted for a **password** you have completed the Tools Tutorial. **You must now schedule to take the assessment by returning to <http://www.fau.edu/ugstudies/aleks-ppl/login.php> and follow the instructions for STEP 2, Option A or Option B**