

BREAKTHROUGH Together

MyITLab[®]

Welcome to MyITLab for Office 2010!

MyITLab for Office 2010 is a dynamic, interactive eLearning program for your Office 2010 course. Your instructor has requested that you have access to this online program.

To access your **MyITLab for Office 2010** online course, you need to first register for **MyITLab** and then log in and enroll in your course. Whenever you want to use **MyITLab** after that, you just log in at www.MyITLab.com.

Register for MyITLab for Office 2010

To register, you will need a student access code and a course ID (provided by your instructor). If you purchased a new textbook, it should have come with a Student Access Kit that contains a code you can use to register. If you do not have a Student Access Kit, you can purchase access online with a major credit card.

STEP 1: Go to www.myitlab.com. Click **Student** under **Register**.

STEP 2: Click **Okay to Register**

STEP 3: You will then be asked to select the version of Microsoft Office you are using in your course. (see your course syllabus if you don't know)

Student Registration

Select the version of Microsoft Office used in your course

Please refer to your course syllabus or course instructions to determine your version.

Microsoft Office 2013

Microsoft Office 2010

Microsoft Office 2007

STEP 4: You will now select whether you have an access code or if you need to buy an access code.

Register for MyITLab

Do you have an access code?

If you have purchased a textbook package from your campus bookstore, check to see if it contains an access code kit for MyITLab before purchasing access online.

Your access code may look like this:
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES.

If you do not have an access code, you can buy access with a credit card or PayPal account.

- Yes, I have an access code
- No, I need to buy access

STEP 5: If you have an access code, you will jump to step 7 and complete the registration process.

STEP 6: Agree to the License Agreement and terms by clicking **I Accept**.

The screenshot shows the Pearson registration interface. At the top, the Pearson logo is visible. Below it, the section is titled "License Agreement and Privacy Policy" with a "Help" icon. The text states: "By registering to use a Pearson Education online learning system, I certify that I have read and agree to the Pearson License Agreement and the Pearson Privacy Policy." It also includes a consent statement: "I understand that my personal information may be stored in and/or accessed from jurisdictions outside of my resident country. I consent to this storage and/or access." Below this, there are two expandable sections: "Privacy Policy" and "License Agreement". The "Privacy Policy" section is expanded, showing the "Pearson Education Privacy Statement" which discusses the protection of personally identifiable information (PII) and lists examples like full name and address. The "License Agreement" section is also expanded, showing the "Pearson Education End User License Agreement and Privacy Policy" which states that access to the website constitutes acceptance of the terms. At the bottom of the form, there are two buttons: "I Decline" and "I Accept".

STEP 7: On the **Access Information** page, you will be asked if you have a Pearson Education account. If **Yes**, enter the existing login name and password.

STEP 8: If you do not have an account, click the **No** option, and enter your desired login name and password. Re-type your password.

Do you have a Pearson Education account?

Yes

No

***Create a Login Name**

It is recommended that you use your email address. It must be at least four characters. [See acceptable characters.](#)

***Create a Password**

Create a password. It must have 8 characters with at least one letter and one number. [See acceptable characters.](#)

***Re-type Your Password**

STEP 9: Enter your **Access Code** from the **MyITLab Student Access Kit**.

STEP 10: On the **Account Information** page, enter your first and last name and email.

Personal Information

***First Name** ***Last Name**

***Email Address**

Enter a valid email address. [See acceptable characters.](#)
[Don't have an email address?](#)

***Re-type Your Email Address**

STEP 11: In the **School Location** section, select your country and enter your school's **ZIP** or **postal code**. Select your school from the list.

STEP 12: Select a **Security Question** and enter the answer. Click **Next**.

School Location ?

***School Country**

United States

***School ZIP or Postal Code**

02116

[Need help finding your school's ZIP or Postal Code?](#)

***School Name**

Select Your School

Enter your ZIP or Postal Code to see a list of schools in your area.

Select the name of your school from the list. If your school is not listed, select "Other" at the bottom of the list.

STEP 13: A **Confirmation and Summary** page displays, indicating your registration is successful! This information will also be emailed to you.

STEP 14: Click the “Log in Now” button.

STEP 15: On the **My Courses and Testbanks** page, click **Enroll in a Course** and type the **Course ID** provided to you by your instructor—it will be similar to this: CRSABQW-123456.



STEP 16: On the **Confirm Course** page verify the course and instructor are correct. Click **Submit**, and then **Enter Course Now**.

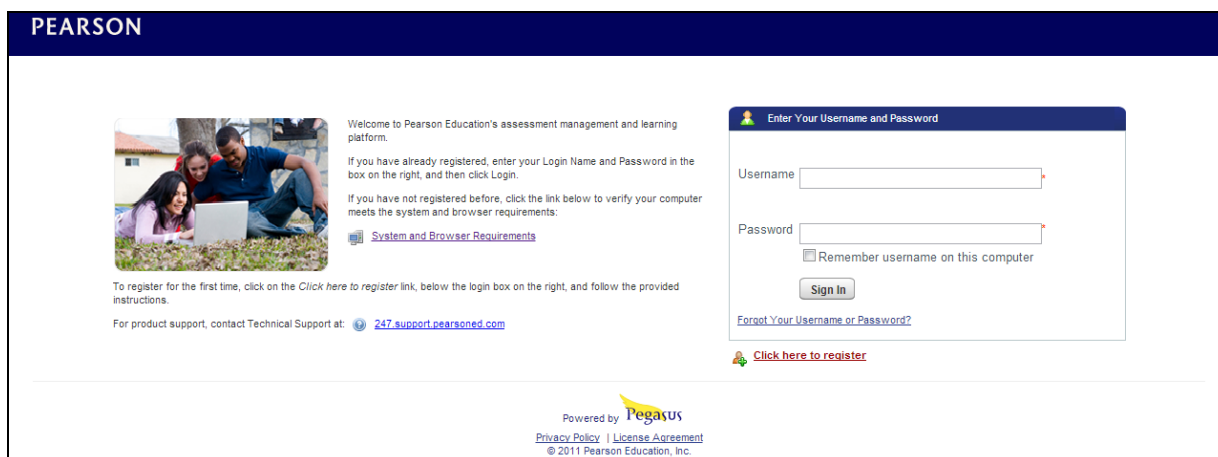
To log into MyITLab for Office 2010

STEP 1: Go to www.MyITLab.com and click Sign In.

STEP 2: When you click **Sign In** select **2010**.



STEP 3: Login with your Username and Password.




Getting Your Home Computer Set Up For MyITLab for Office 2010

Please follow the steps below to ensure your home computer is ready to run **MyITLab for Office 2010**.

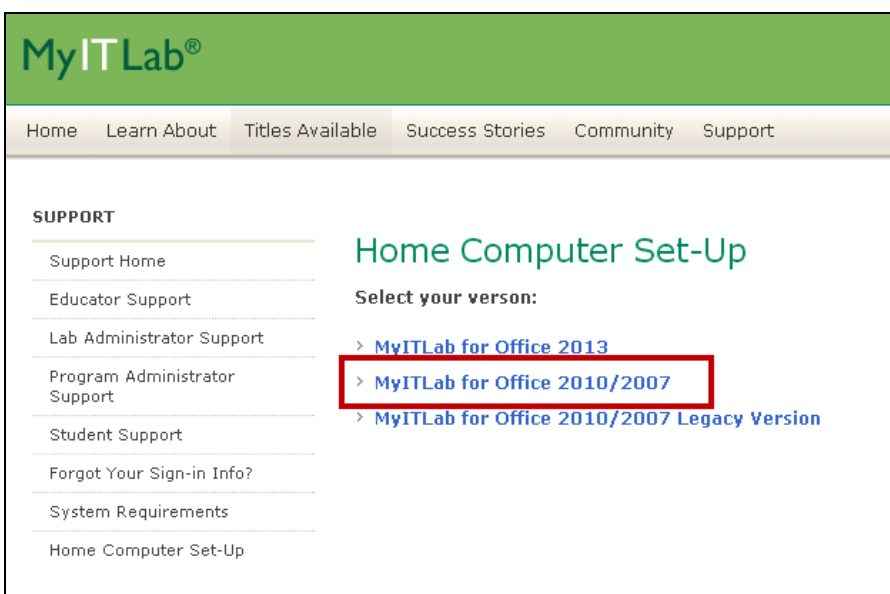
MAC USERS: The resources below are intended to be used by Windows/PC users only, not by Mac users. Mac users should visit www.myitlab.com to obtain access to our Mac Compatibility Solution.

STEP 1: Navigate to www.myitlab.com. Click the **Support** tab at the top and then the **Home Computer Set-Up** link.



The screenshot shows the MyITLab website's Support page. The navigation bar at the top includes links for Home, Learn About, Titles Available, Success Stories, Community, and Support. The Support link is highlighted with a red box. Below the navigation bar, the word "Support" is displayed in green. Underneath, the text "Choose an option to get started" is followed by a list of support options: Educator Support, Lab Administrator Support, Program Administrator Support, Student Support, Forgot Your Sign-In Info?, System Requirements, Home Computer Set-Up, and Support for the Legacy version. The "Home Computer Set-Up" option is highlighted with a red box.

STEP 2: Select [MyITLab for Office 2010/2007](#).



The screenshot shows the MyITLab website's Home Computer Set-Up page. The navigation bar at the top includes links for Home, Learn About, Titles Available, Success Stories, Community, and Support. Below the navigation bar, the word "SUPPORT" is displayed in green. On the left side, there is a list of support options: Support Home, Educator Support, Lab Administrator Support, Program Administrator Support, Student Support, Forgot Your Sign-in Info?, System Requirements, and Home Computer Set-Up. On the right side, the text "Home Computer Set-Up" is displayed in green, followed by "Select your version:". Below this, there are three options: > MyITLab for Office 2013, > MyITLab for Office 2010/2007, and > MyITLab for Office 2010/2007 Legacy Version. The "MyITLab for Office 2010/2007" option is highlighted with a red box.

STEP 3: From this page, click the blue One-Step Installer & Launch Tool box.

Download the One-Step Installer & Launch Tool >

STEP 3: When prompted, click '**Run**' to initiate the process (do not select 'Save').

STEP 4: Follow the prompts on the screen, and complete each of the wizards to finish installing all necessary elements.

STEP 5: Once complete, **close ALL internet browser windows** that you might have open.

STEP 6: Locate the new **Launch MyITLab** icon now on your desktop. Double-click the icon and begin logging into MyITLab.



STEP 7: EVERYTIME you access MyITLab on your home computer, close ALL internet browser windows and then click the Launch MyITLab icon on your desktop. (You do not need to access this One-Step Installer & Launch Tool download page anymore. Just use the icon on your desktop.) Ensuring a successful experience with MyITLab, the Launch MyITLab icon will perform the following actions:

- a. Empty your Temporary Internet Files.
- b. Set your screen resolution to the optimal setting for MyITLab (1024x768) and reset your screen resolution when Internet Explorer is closed.
- c. Launch Internet Explorer and take you to the MyITLab website.