

Helping Students Get Registered

Step 1: Class Prep

- Gather all student materials. Student Bundles/MindTap Printed Access Cards/Devices/Copies of [Student Registration PDF](#).
- Locate your Course Key. Display Course Key on a dry erase/flip chart for students as they complete the registration process or print it on the [Student Registration PDF](#).

1. From the Instructor Resource Center, select **Manage Courses**.

The screenshot shows the 'Add a product to your Instructor Resource Center' page. At the bottom, under the heading 'MindTap Beauty & Wellness for Milady Standard Cosmetology, 13 Edition', the 'Manage Courses' link is highlighted with a red box. Other options include 'Create Course' and 'Create Course Masters & Sections'.

2. Select the key icon to reveal the course key.

The screenshot shows the 'Manage Courses' table. The 'Course Key' column contains a key icon, which is highlighted with a red box. The table lists course details such as 'Course Name', 'Term', 'Starts', 'Ends', and 'Course LMS URL'.

The screenshot shows a modal window displaying the 'Course Key: MTPNDLNSZ1X'. The key is highlighted with a red box. Below the key, there is a warning message: 'This Course Key is unique to this course. If you share it with other instructors or institutions they can use it to copy your course content. If you share a Course Master Key you will also be enrolled in any course sections created from the Course Master Key.'

Step 2: Student Registration

- Pass out student MindTap Printed Access Cards, devices, and printed copies of [Student Registration PDF](#) that include the Course Key.
- Instruct students to go to login.cengage.com and create or sign-in to their account
- Instruct students to write down their login credentials on the printed [Student Registration PDF](#).
- Students will be prompted to enter their Access Code for access to MindTap and Course Key to be enrolled in your course.
- Collect each student's registration PDF with their name, access code, course key, and personal login credentials. Store copies in a secure location for reference if students forget their login credentials.

Step 3: Student MindTap Orientation

- Once students are inside MindTap and can access their course, have them follow the Guided Tour upon opening their course for the first time.
- Have students view the [Student Orientation to MindTap Tutorial](#) video, which provides a basic overview of all MindTap navigations.
- Distribute [MindTap Student Scavenger Hunt](#) activity to ensure student understanding of MindTap navigations.

Step 4: Review MindTap Expectations

- Instruct students should NOT create two accounts or try to reset passwords.
- Instruct students to notify their instructor if they have forgotten login credentials. If they need further assistance with login credentials, have them email mindtaphelp@milady.com with their first and last name and access code number.
- Review your schools MindTap assignment expectations/guidelines.
- Review your schools MindTap homeplay/homework assignments/expectations.
- Review your schools MindTap testing policy and expectations.

Step 5: Begin Your First Lesson

- Display MindTap on your classroom's smartboard/monitor/screen/screen share for Distance Learning.
- Display appropriate chapter.
- Instruct students to open the appropriate chapter to begin learning .
- Have fun!

Get Help

Login issues: mindtaphelp@milady.com

Password issues: Contact Customer Support (800) 347-7707

All other error messages: Contact Technical Support (800) 354-9706