

STUDENT REGISTRATION INSTRUCTIONS FOR UF ALL-ACCESS MyLab and Mastering COURSES


Please note that any questions about registration through UF All-Access can be directed to the following email address.

allaccess@bsd.ufl.edu

1. Go to <https://www.bsd.ufl.edu/G1CO/IPay1f/start.aspx?TASK=INCLUDED>
 - This prompts you to log in with your GatorLink account

2. Students are shown a list of classes in this program in which they are enrolled, with the prices. They are given the option to authorize charges.
3. Students should click the **Opt-in button** next to the class.
4. Students then need to click the button below to authorize the charges.

****Please see the screen shot below****



CHOOSE AN OPTION: ▼ Go!

Central

[Podcast](#), [Location & Contact](#), [Mission & Vision](#)

Services

[Request Hours](#), [Mission & Vision](#), [Reactivate Lost Card](#), [Learning Gator 1 Card](#), [Library Services](#), [Photo Services](#), [Staff Authorization](#)

Vending Services

[Request Services](#), [Open an Account](#), [Report a Problem](#)

Printing

[Request Services](#), [Locations](#), [Menus](#)

Store

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:

Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00		<input type="checkbox"/>
SPRING 2016	GEB3373	Capsim	\$54.00		<input type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☐ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$0.00 Opt-In

5. Then click the Opt-In button next to the "Amount to Charge"

6. The access code is now displayed ****Note: copy this code to be used when registering in Canvas

CHOOSE AN OPTION:
Go!

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SPRING 2016	GEB3373	Capsim	\$54.00		<input checked="" type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

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Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

☒ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$144

CHOOSE AN OPTION:
Go!

Get access codes for your classes

Current Term Codes

You are enrolled in the following classes which require an access code for online content:

Term	Course	Publisher	Price	Code	Opt-In
SPRING 2016	GEB3373	Pearson	\$90.00	XXXXXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX	<input checked="" type="checkbox"/>
SPRING 2016	GEB3373	Capsim	\$54.00	XXX-XXXXXXXXXXXXX	<input checked="" type="checkbox"/>
SPRING 2016	QMB3250	Pearson	\$102.50		<input type="checkbox"/>

You may authorize these charges to be posted to your student financials account and receive access codes immediately. Click the check box under "Opt-In" for each code you wish to opt into. Then click the check box authorizing the charge and click the "Opt-In" button.

Charges through this system are refundable if you drop the class before the end of the Add/Drop period (11:59 pm on January 11, 2016 for Spring).

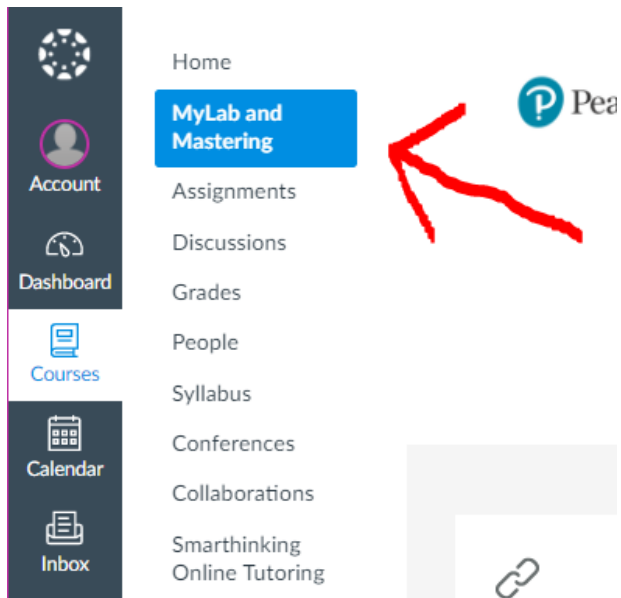
☒ I authorize the above charges to be posted to my student financials account.

Amount to Charge: \$

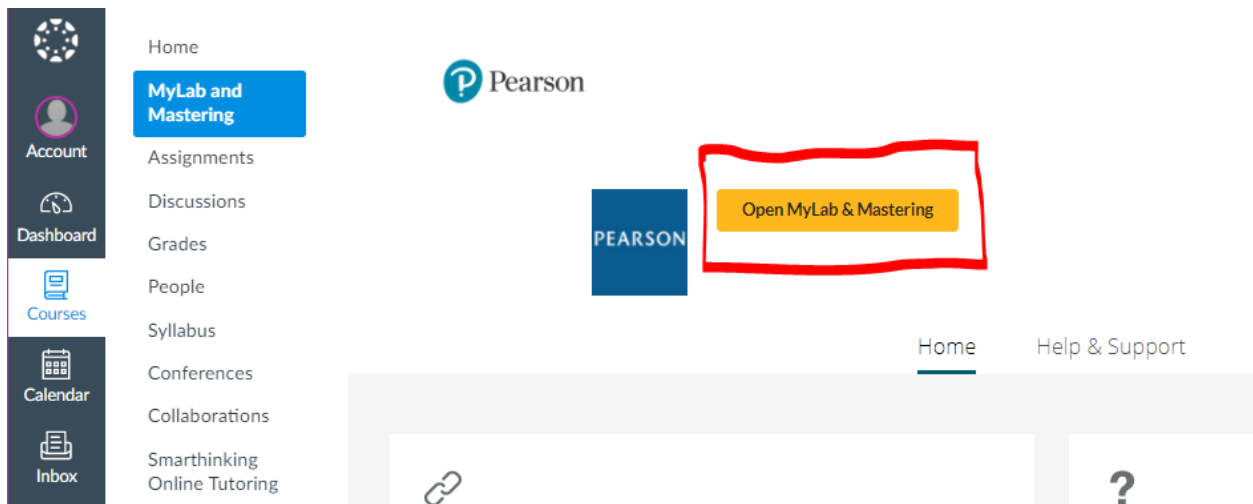
Thank you for opting in! Refer to the table above under the column "Code" for your Access Codes.

****Late enrollment information may lag behind by a day or so. If no enrollment is found for the student, please try again the next day. ****

7. Click on 'MyLab and Mastering' link



8. Click on the Open MyLab and Mastering link.



9. Agree to the User Agreement, by clicking “I Agree” at the bottom of the page.
10. **Enter the access code** provided by UF when you opted in to the course fee, or purchased an access code at the University of Florida Bookstore. Click Next.

PEARSON Steps to Register
Product Selection Confirmation & Summary

Product Selection * Fields are required

Enrollment Options

You can access your course using an access code, or you can buy online.

Access Code

* Enter Your Access Code

Example
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

Switch to a single box for pasting your access code

Cancel Next

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Customer Technical Support | Privacy Policy | License Agreement

11. Once you have entered your access code, you will receive the confirmation below that you have successfully subscribed to your MyLab. Click Return to Course.

*****NOTE: If you are having trouble signing into your Pearson account, it may be that a previous account was in a different system. You can always create a new username that can still be tied to the same email address. If you create a new username and get a popup saying “You may already have an account” just close the popup and continue to register with the new username.**

12. At this point you may begin work in your course. Please note, you may need to allow Pop-ups from the MyLab site if your browser isn’t already set to do so.

13. Please remember that there are dedicated tech support websites for UF Students.

*If you are having difficulties **navigating your Canvas course to obtain your access code**, contact the following address:*

allaccess@bsd.ufl.edu

*If you are having difficulties with an **invalid access code**, contact the following address:*

allaccess@bsd.ufl.edu

If you are having technical difficulties with the Pearson MyLab or Mastering products, contact Pearson technical support at <https://support.pearson.com/getsupport/s/contactsupport>

Have a wonderful semester and good luck in your course!