

Course Name:

Start Date:

Instructor Name:

Class Key Code:

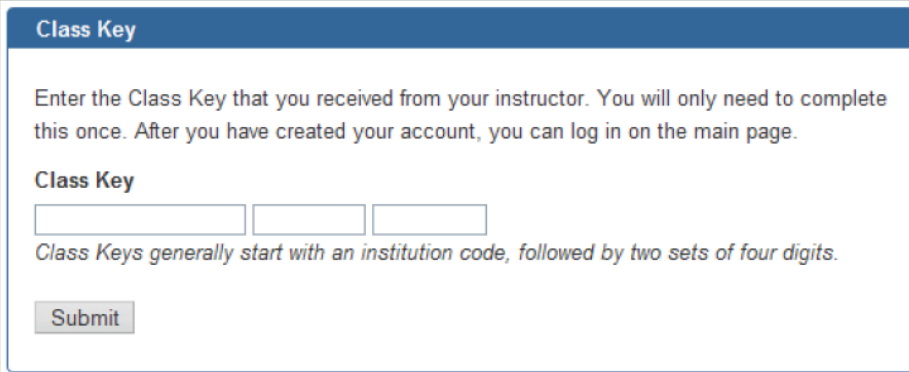
## Enrolling Yourself in a Class Using a Class Key

If your instructor gives you a WebAssign class key, you can enroll yourself in the WebAssign class roster. If you do not already have a WebAssign account, you can create one after verifying the class key.

**\* Important:** An access code is not the same as a class key. You need a class key to enroll. You might need to pay student fees later with your access code.

### To self-enroll for a class:

1. Go to the WebAssign login page ([www.webassign.net](http://www.webassign.net)), and click **I have a Class Key**.



The screenshot shows a web form titled "Class Key". The form has a blue header bar with the text "Class Key". Below the header, there is a paragraph of text: "Enter the Class Key that you received from your instructor. You will only need to complete this once. After you have created your account, you can log in on the main page." Below this text is the label "Class Key" followed by three input fields. Below the input fields is a note: "Class Keys generally start with an institution code, followed by two sets of four digits." At the bottom left of the form is a "Submit" button.

2. Enter the Class Key your instructor gave you, and click **Submit**.

3. On the verification page, check the class information and determine whether or not the correct class and section is displayed.
  - If the correct class and section is listed, click **Yes, this is my class** and go to step 4.
  
4. If you have an existing WebAssign account, select **I already have a WebAssign account**, type the **Username**, **Institution**, and **Password** for your account, and click **Continue**. You are enrolled in the class and logged in to WebAssign using your existing account.
5. If you do not have an existing WebAssign account, you can create one now.
  - a. Select **I need to create a WebAssign account**, and then click **Continue**.

**Log In Information**

Required fields are marked with an asterisk (\*).

Preferred Username \* sarahjones   
Your username may contain letters, numbers, and the following characters: underscore (\_), hyphen (-), period (.)

Institution Code **webassign**

Choose a Password \*

Re-Enter Password \*   
Passwords are case-sensitive.

**Student Information**

Required fields are marked with an asterisk (\*).

First Name \* Sarah


Last Name \* Jones

Email Address \* sarahjones@webassign.edu

Student ID Number 1234567

- b. Type the username that you would like to use for your WebAssign account in the **Preferred Username** field, and click **Check Availability** to see if the username that you want is available. Usernames are not case-sensitive, so BobSmith, bobSmith, and bobsmith are all the same username.
- c. After confirming the availability of your new username, type a password in both the **Password** and **Re-Enter Password** fields. Passwords are case-sensitive, so IAmCa3sar is not the same as iamca3sar.
- d. Enter your **First Name**, **Last name**, and **Email Address**, and optionally your **Student ID Number**.
- e. Click **Create My Account**.

WebAssign confirms that your account has been created. You can click **Log in now** to log in to the new user account and go to your home page. Remember your username and password, because you will need them each time you log in.

 **Tip:** If you forget your password, you can click the **Reset Password** link on the login page. If you forget your username, your instructor can look up your username for you.