

Using The Study Centre web site – Guide for Students

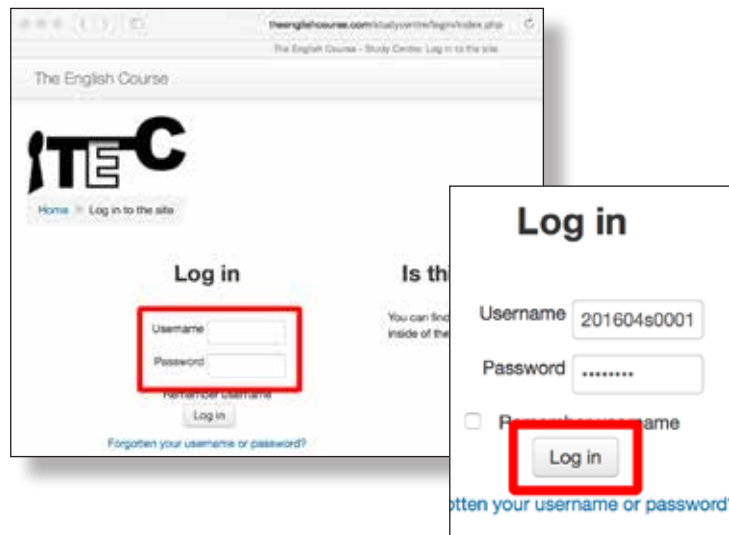
Part 1: Logging in for the first time

Step 1 – Finding The Study Centre

- A) Start your web browser programme (for example, *Firefox*, *Safari*, *Chrome* or *Internet Explorer*).
- B) Go to *The English Course* web site homepage by entering the following text in your web browser programme's search bar: *www.theenglishcourse.com* and press the *return* key or *enter* key on your keyboard.
- C) Choose the *For students* menu at the top of the page.



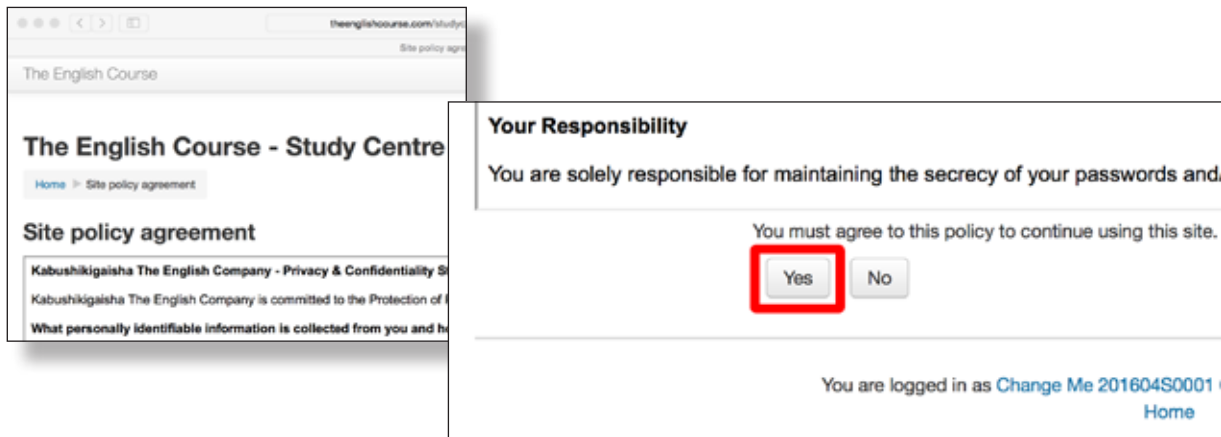
- D) Click on *The Study Centre* link and you will see the *login* page for *The Study Centre*.
- E) In the *username* and *password* fields, enter your username and password and press the *return* key or *enter* key on your keyboard, or click the *Login* button. (You can usually find your username and password on a sticker that is on the inside back cover of your textbook.)
Important: Your password is case sensitive. That means it is important to type your password exactly the same way that it is printed on the sticker in your book. Small letters must be small and capital letters must be big.



Step 2 – The Privacy Agreement

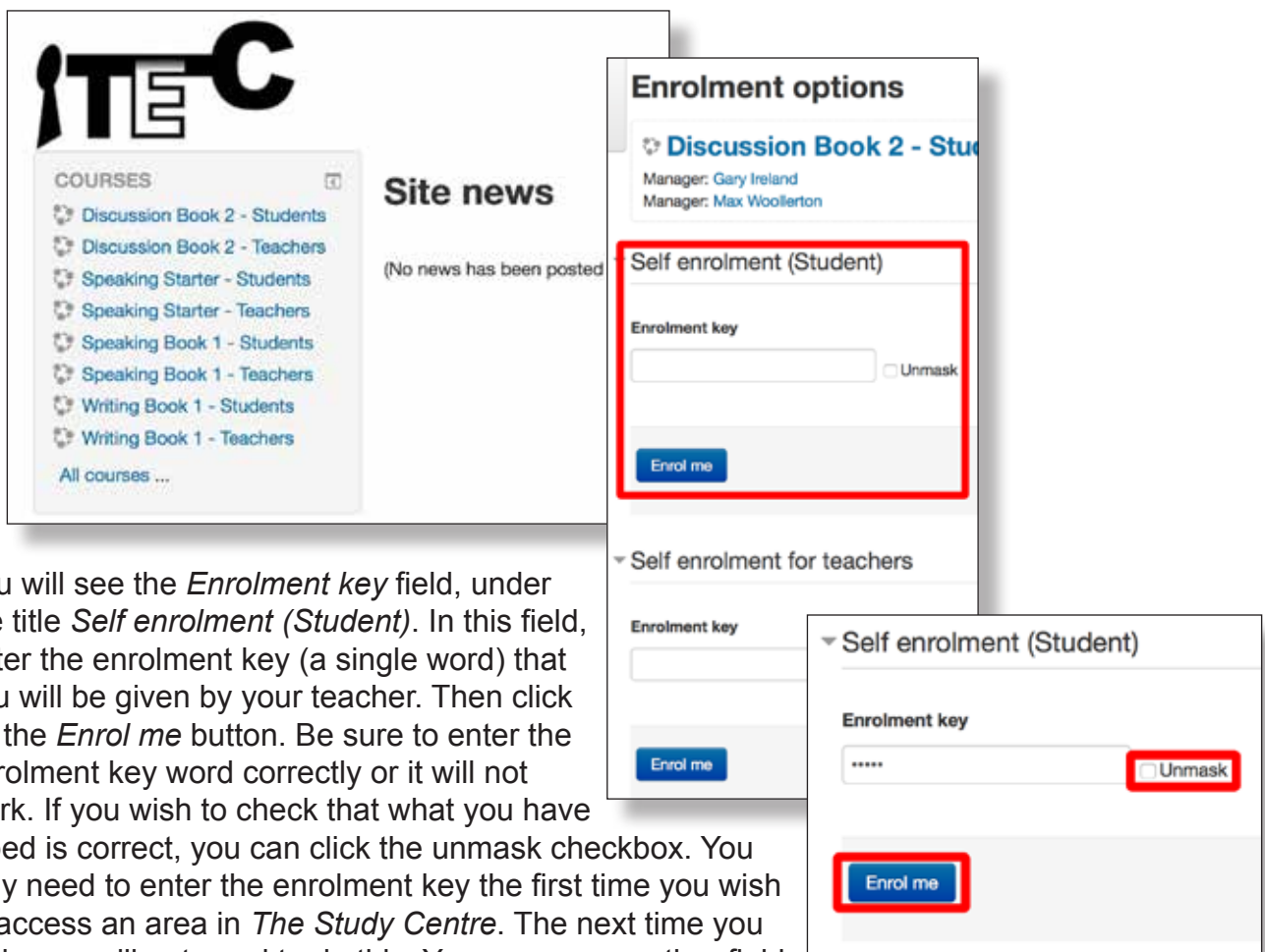
Next, if you entered your username and password correctly, you will see the *Privacy Agreement*. This tells you about how we will handle your personal data.

- A) To use *The Study Centre*, you must click the *Yes* button at the bottom of the page. When you click *Yes* you will be taken to the front page of *The Study Centre*.
- B) If you click the *No* button you will not be able to use *The Study Centre* and you will be returned to the *Login* page.



Step 3 – Enrolling in a Course

- A) When you enter *The Study Centre*, look for the links on the left side of the page. Click on the link that matches the textbook you are using. Please understand that there are two links for each book. One link is for students and the other link is for teachers only. Be sure to click on the link that matches your status.
- B) When you click on one of these links, you will see the *Enrolment* page for that book.



- C) You will see the *Enrolment key* field, under the title *Self enrolment (Student)*. In this field, enter the enrolment key (a single word) that you will be given by your teacher. Then click on the *Enrol me* button. Be sure to enter the enrolment key word correctly or it will not work. If you wish to check that what you have typed is correct, you can click the unmask checkbox. You only need to enter the enrolment key the first time you wish to access an area in *The Study Centre*. The next time you login you will not need to do this. You may see another field under the title *Self enrolment for teachers*, but that is only to be used if you are a teacher.

Step 4 – Setting Your Profile

Next, you need to set your name and other data so that your teacher will be able to identify you and record your scores. If you do not do this, you will may not get enough points to pass the

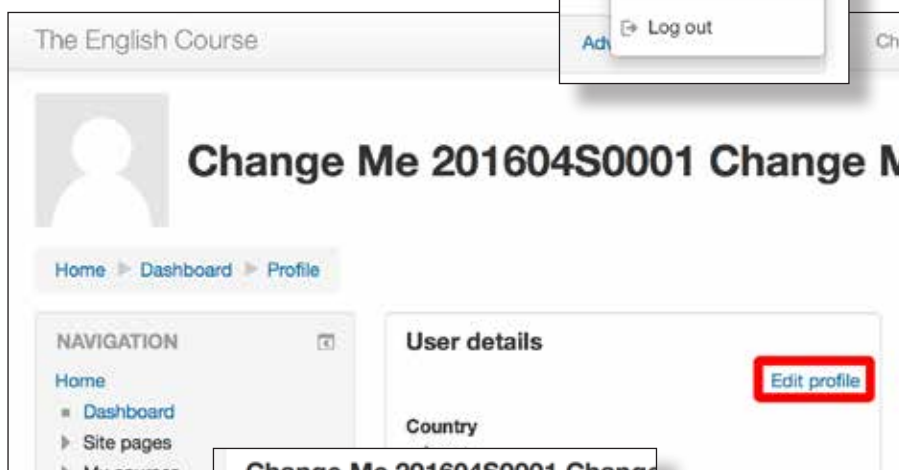
course, if your teacher is using your *Study Centre* scores as part of your course score. Setting an appropriate email address correctly is also important as it allows *The Study Centre* to send you notifications of scores and messages sent to you.

- A) In the top right corner of the screen, click on the image of a person or the downward pointing arrow. This will display a dropdown menu. On the dropdown menu, select *Profile* and you will then see your *Profile* page.

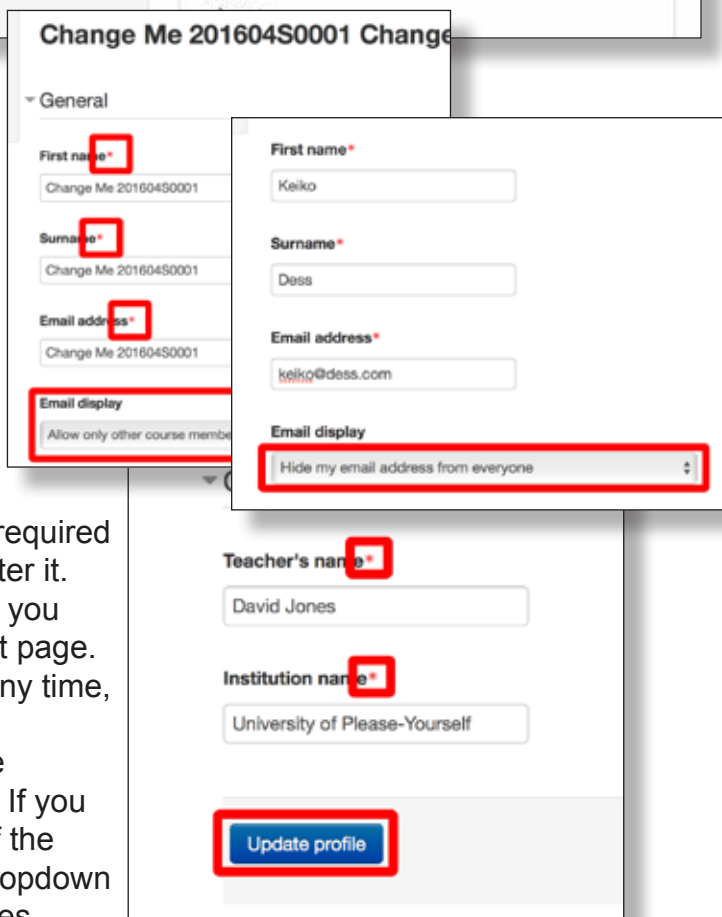


- B) On your *Profile* page click on the *Edit profile* link and you will then see the *Edit profile* page.
 C) Enter your data in at least all of the fields that are marked with a red asterisk. Other fields are optional.

- ◇ It is recommended that you do not use a mobile phone email address. Instead, use an email address given to you by your university, college, school, etc., or a hotmail, yahoo or gmail address. Alternatively, you can use another email address. You can use a mobile phone email address if you wish, but unless you change the settings on your phone, your mobile phone may block emails coming from theenglishcourse.com.
- ◇ On the Email display dropdown menu, it is recommended that you change this setting to *Hide my email address from non-privileged users*.



- D) Click the *Update profile* button at the bottom of the page. If you have completed all of the required data, you will be returned to your *Profile* page. If any of the required data is missing, you will be prompted to enter it.
 E) When you are returned to the *Profile* page, you will see that your data is now visible on that page. If you want to change any of your data at any time, click on the *Edit profile* link on this page.
 G) You are now ready to either do some of the activities at *The Study Centre* or to log out. If you wish to log out, go to the top right corner of the *Profile* page and select *Log out* from the dropdown menu. If you wish to do some of the activities,



click on either of the *Home* page links on the left side of the page. Full instructions on trying the different kinds of activities can be found in *Using The Study Centre web site – Guide for Students. Part 2: Trying the Activities.*

