

REGISTRATION INSTRUCTIONS FOR YOUR QUIA ONLINE WORKBOOK/LAB MANUAL



Your instructor, Chantal Dion, invites you to enroll in the following course.

Course Name: FR 101

Course Code: JCNTE387

Book: Entre Amis eWorkbook/Lab Manual

There is a 2 step process for registering yourself completely – the first step creates an account in Quia, which is the online learning platform. The second step is to sign into your specific workbook/lab manual. **Both** steps need to be completed in the order below to ensure access to your course materials.

STEP 1) CREATING A QUIA ACCOUNT (THIS IS A GENERAL QUIA ACCOUNT)

Note: If you have previously created a Quia account for another course, you may skip this step.

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to <http://books.quia.com> and click **Students**, then click **Create a new account**.
2. Create a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

STEP 2) ENTERING THE BOOK KEY AND COURSE CODE (THIS IS SPECIFIC TO YOUR COURSE)

For this step, students need to enter **BOTH** the **book key** (the passcode that you purchased with your textbook package) and **course code** (the code at the top of this page) to complete the enrollment process.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books (i.e. for different courses), enter a book key in the **Enter book key** field and click **Go**.

Note: Book keys can be used only once. Your book key will become invalid after you use it.

1. Go to <http://books.quia.com> and log in.
2. Enter the book key in the **Enter book key** field at the top of the Student Workstation window and click **Go**.
3. Click **Confirm** to confirm your registration information. The system displays the Student Workstation and lists the book under the **My books** heading.
4. Beside the book listing, enter the course code, as listed at the top of this sheet, in the **Enter course code** field and click **Go**.
5. If necessary, select a class (section) and click **Submit**.

LOGGING INTO YOUR COURSE AFTER REGISTRATION

To access your Student Workstation in the future, go to <http://books.quia.com> and log in using the username/password from Step One above. Here, you can open your workbook/lab manual, submit activities, view your results and grades, see announcements, and view your instructor's feedback.

GETTING HELP/TECHNICAL SUPPORT

If you have any questions about using Quia, or need help registering contact Quia Support at :

WEB: <http://books.quia.com/support.html>

EMAIL: bookhelp@quia.com