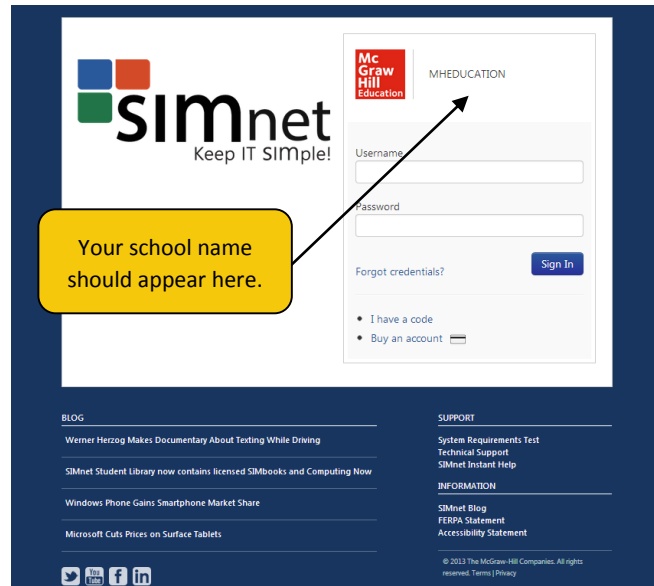


# SIMnet Online

## Student Registration Guide

### Your SIMnet Login Page

Every school has its own SIMnet login page. The account URL (Web address) always begins with *https://* and ends with *simnetonline.com*. Notice that your school name appears in the upper right corner of the SIMnet login page. Before registering your account, be sure to double-check that you are using the correct SIMnet page for your school.



### Registering Your SIMnet Online Account

In order to use SIMnet, you must have a username and password, and you must enter a registration code to activate your account. Go to the section that best describes your situation.

I have a username and password .....	2
I have a registration code .....	2
I do not have a registration code, and I would like to pay for my registration online .....	3
I do not have a username and password .....	8
I have a registration code .....	8
I do not have a registration code, and I would like to pay for my registration online .....	12
Frequently Asked Questions .....	18

# Registering Your SIMnet Online Account

## *I have a username and password*

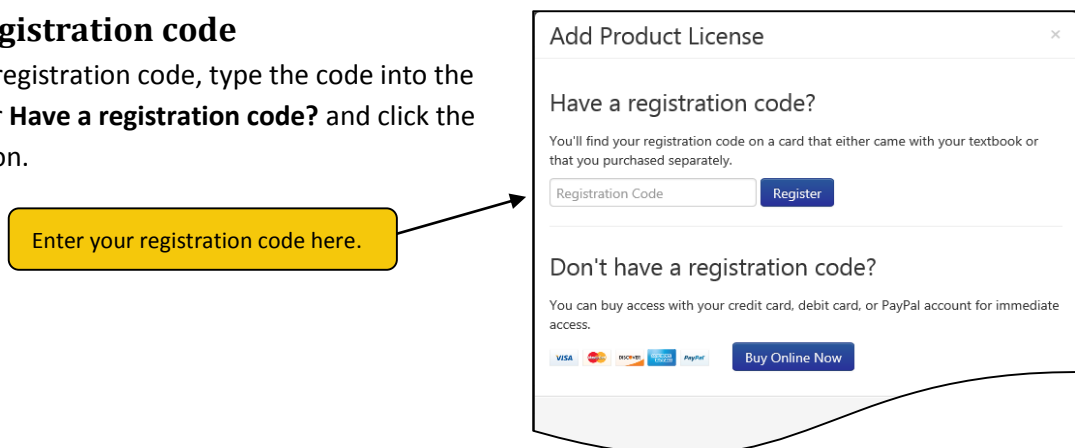
If your instructor has provided you with a username and password, enter them on the login page, and then click the **Sign In** button.



If you log in to SIMnet, and your account is not yet registered, you will not have access to any of the SIMnet materials until you fully register your account – either by entering a registration code or by purchasing access online.

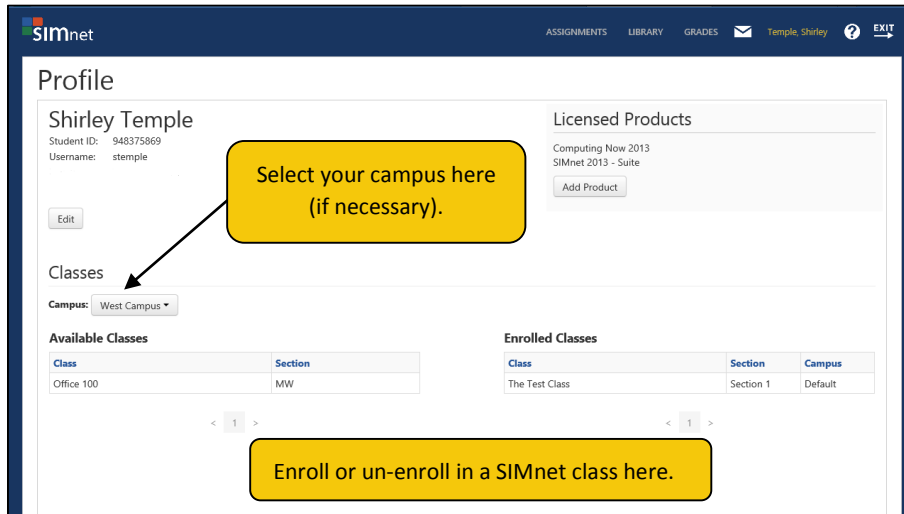
## **I have a registration code**

If you have a registration code, type the code into the textbox under **Have a registration code?** and click the **Register** button.



## Registering Your SIMnet Online Account

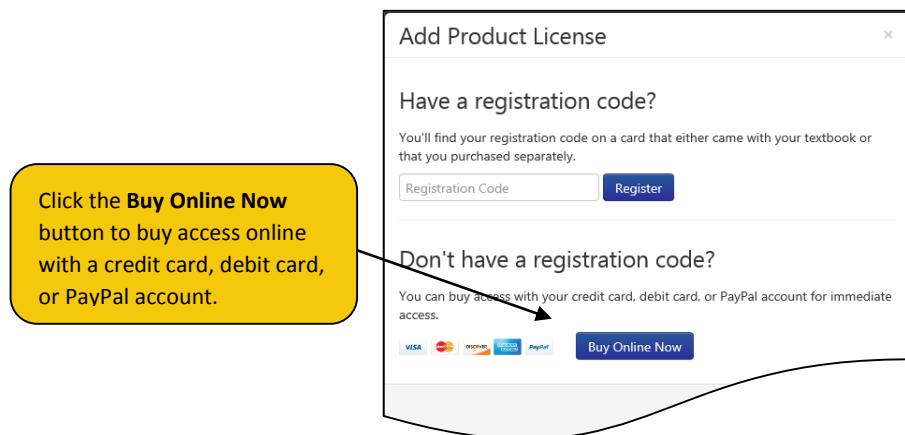
Confirm that you are enrolled in the correct SIMnet class. If you need to enroll yourself in a different SIMnet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the > button. **Note:** Not all schools allow you to change SIMnet class enrollment.



### I do not have a registration code, and I would like to pay for my registration online

If you do not have a registration code, you can purchase your registration from within SIMnet.

1. Click the **Buy Online Now** button.



# Registering Your SIMnet Online Account

2. Review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.



Click this check box to accept and agree to the McGraw-Hill license agreement to use SIMnet Online.

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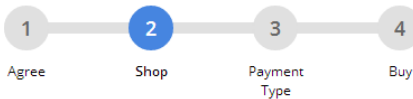
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Check this box if you agree to the end user license agreement

← Previous

Next →

3. Select the SIMnet Online product you want to purchase, and then click **Next**. If you are not sure which SIMnet product to purchase, check with your instructor or your class syllabus.



This image shows all of the SIMnet products available for online purchase. The page you see will probably be much shorter and only show the product or products that your school uses. Click the radio button for the SIMnet product you need to purchase.

**Select the product required for your class:**

- SIMgrader 2010 (\$ \_\_\_\_\_)
- SIMnet + SIMgrader 2010 - Suite (\$ \_\_\_\_\_)
- SIMnet 2010 - One Application (\$ \_\_\_\_\_)
- SIMnet 2010 - Proficiency (\$ \_\_\_\_\_)
- SIMnet 2010 - Suite (\$ \_\_\_\_\_)
- SIMnet 2013 - In Practice - Office (\$ \_\_\_\_\_)
- SIMnet 2013 - Proficiency (\$ \_\_\_\_\_)
- SIMnet 2013 - Suite (\$ \_\_\_\_\_)

Note: The registration code will be automatically assigned to your SIMnet login immediately following payment. All prices are listed in U.S. Dollar (USD).

← Previous

Next →

## Registering Your SIMnet Online Account

4. Select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)

A progress bar at the top shows four steps: 1 Agree, 2 Shop, 3 Payment Type (highlighted in blue), and 4 Buy. Below the progress bar is a form titled "Select your method of payment:". It contains two radio buttons: one for credit cards (VISA, MasterCard, DISCOVER, American Express) and one for PayPal. A yellow callout box with an arrow pointing to the credit card radio button contains the text: "Click the radio button for the SIMnet product you need to purchase." At the bottom of the form are two buttons: "Previous" and "Next".

- a. If you selected a credit card, enter the required information. The credit card payment information and billing address are not saved to the SIMnet database. This information is only used to process your SIMnet payment. It is not visible to your instructor.

Enter your information, and then click the **Buy** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**

A progress bar at the top shows four steps: 1 Agree, 2 Shop, 3 Payment Type, and 4 Buy (highlighted in blue). Below the progress bar is a form with two main sections: "Order Details" and "Billing Address".

**Order Details:**

- Product: SIMnet 2013 - In Practice - Office
- Shipping: \$0.00
- Tax: \$0.00
- Total: \$ (No Returns)

Note: The product will be automatically assigned to your SIMnet username immediately following payment. All prices are listed in USD.

**Payment Method:**

- Card Type: Visa
- Card Number: [input field]
- Security Code: [input field] [What's a security code?](#)
- Expire Date: 1 - January / 2013

**Billing Address:**

- First Name on Card: [input field]
- Last Name on Card: [input field]
- Address: [input field]
- Additional Address: [input field]
- ZIP / Postal Code: [input field]
- City: [input field]
- Country: United States
- State or Province: [input field]

A yellow callout box on the right side of the form contains the text: "Enter your credit card and billing address information on this page. The billing address must match the address on your credit card". At the bottom of the form are two buttons: "Previous" and "Buy".

# Registering Your SIMnet Online Account

- b. If you selected PayPal, you will see a PayPal login screen.
  - i. Click **Pay with my PayPal account**, enter your PayPal username and password, and click **Log In**. The SIMnet system does not keep or track your PayPal login information.

The screenshot shows the deca software website with a 'Your order summary' on the left and a 'Choose a way to pay' section on the right. The 'Pay with my PayPal account' option is selected. Annotations include: 'deca software is the company that processes payments for SIMnet Online purchases.' pointing to the deca logo; 'Enter your PayPal login information here.' pointing to the email and password fields; 'Click this link to cancel, and return to SIMnet to select another payment option.' pointing to the 'Cancel and return to deca software llc.' link; and 'If you do not have a PayPal account, click this link to create a new PayPal account.' pointing to the 'Don't have a PayPal account?' link.

Descriptions		
SIMnet 2013 - In Practice - Office	\$	
Item total	\$	
	Total \$	USD

- ii. Confirm your PayPal payment information, and then click **Pay Now**.

The screenshot shows the 'Review your information' page on the deca software website. The 'Pay Now' button is highlighted. Annotations include: 'PayPal automatically uses your default payment method. If necessary, click the respective radio button to switch to another payment method linked to your PayPal account.' pointing to the 'Credit/Debit Card' radio button; and 'Click Pay Now to finalize your purchase.' pointing to the 'Pay Now' button.

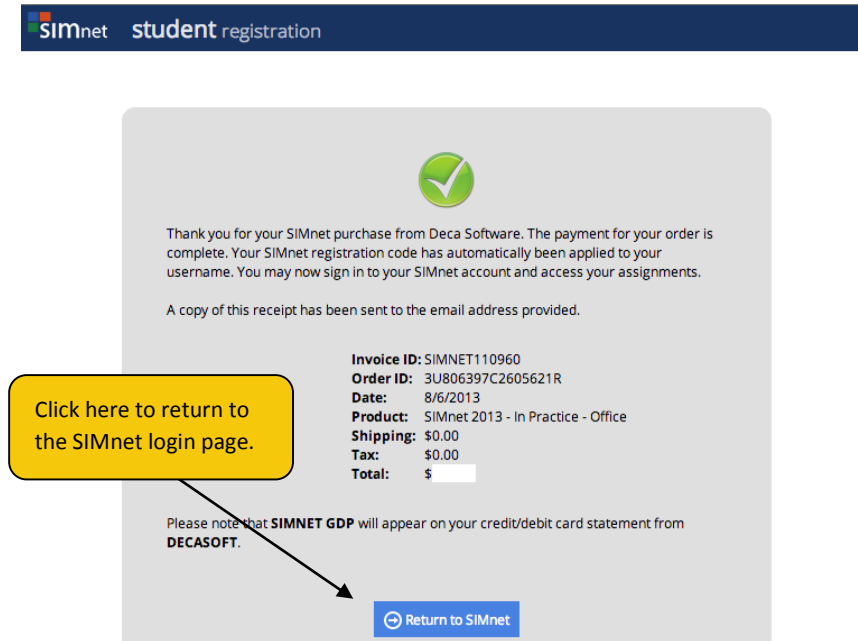
Descriptions		
SIMnet 2013 - In Practice - Office	\$	
Item total	\$	
	Total \$	USD

## Registering Your SIMnet Online Account

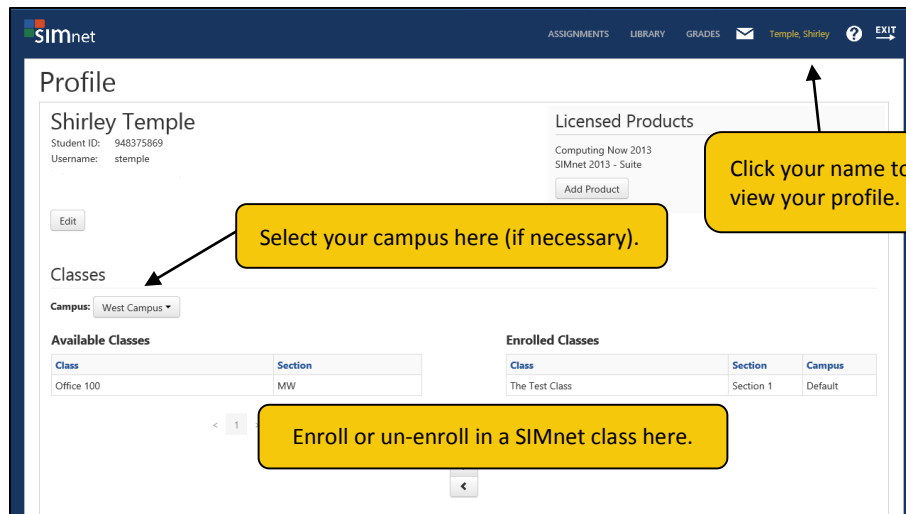
- This confirms your purchase and SIMnet registration. The system will also send you a receipt via email (using the email address you entered as part of your SIMnet registration).

**You will not receive a registration code – your account is created automatically for you.**

Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet.



- When you log back into SIMnet, click on your name in the upper right-hand corner to view your profile. Confirm that you are enrolled in the correct SIMnet class. If you need to enroll yourself in a different SIMnet class, select the correct campus from the *Campus:* list (if necessary), click the class you want to enroll in, and then click the > button. **Note:** Not all schools allow you to change SIMnet class enrollment.



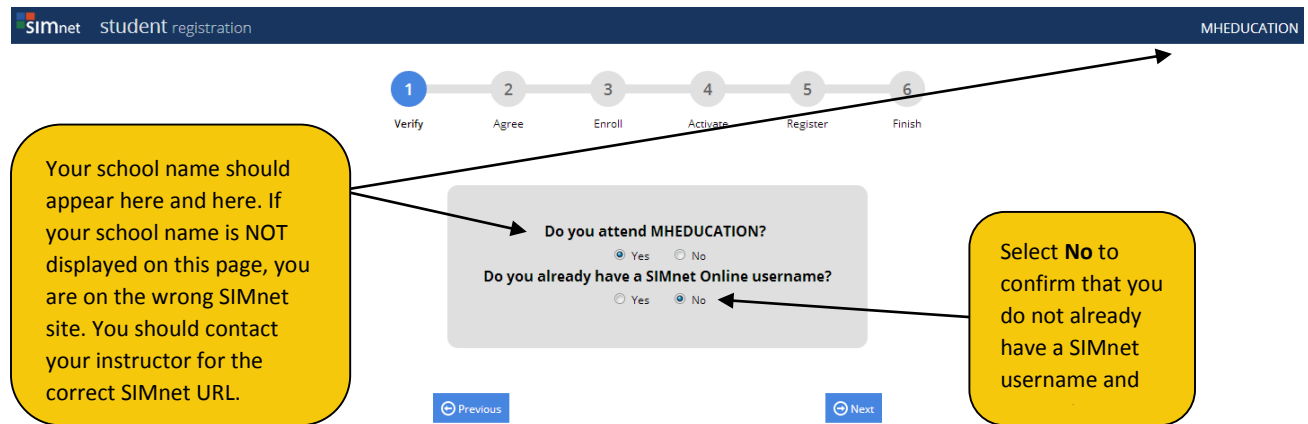
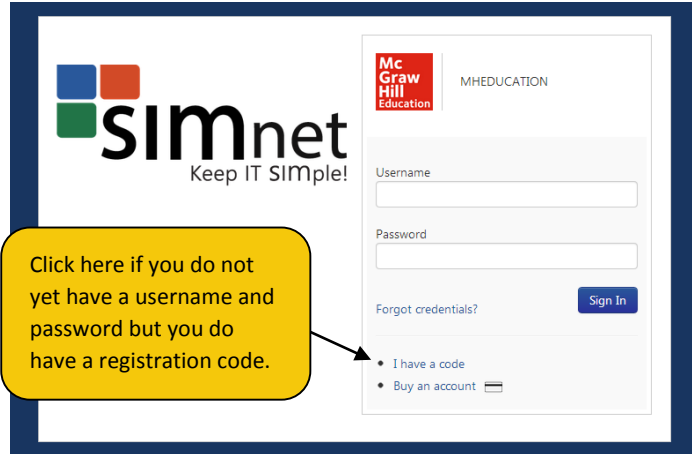
## ***I do not have a username and password***

If you do not have a username and password, you will need to *self-register* and create your SIMnet account.

## **I have a registration code**

If you purchased a registration code from your bookstore, or if your instructor provided one to you, you will need to enter the code as part of the registration process. If you purchased a textbook for your class, the SIMnet registration code may be included with the textbook.

1. From the SIMnet login page, click the **I have a code** button.
2. Please be sure to double-check that you are using the correct SIMnet Online site for your school. Select the **Yes** radio button to confirm you attend the school, select the **No** radio button to confirm that you do not already have a SIMnet user name. (If you have a username and password already, please log in to SIMnet and enter your registration code in the space provided on the *Profile page*. Continuing through the self-registration process will result in a duplicate account.) Click **Next** to continue.





## Registering Your SIMnet Online Account

3. Review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.

The screenshot shows a registration progress bar at the top with six steps: 1. Verify, 2. Agree (highlighted in blue), 3. Enroll, 4. Activate, 5. Register, and 6. Finish. Below the progress bar is a scrollable area containing the following text:

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At the bottom of the scrollable area is a checked checkbox with the text:  Check this box if you agree to the end user license agreement.

At the bottom of the page are two buttons: "Previous" and "Next".

A yellow callout box on the left contains the text: "Click this check box to accept and agree to the McGraw-Hill license agreement to use SIMnet Online." An arrow points from this box to the checked checkbox.

4. If necessary, expand the **Campus** list and select the correct campus. Click the name of the SIMnet class to enroll in, and then click **Next**. (If you are not sure what class to select, click **Next** without making a selection. After you complete registration, you can log in to SIMnet and go to the profile page to select a class, or you can ask your instructor to enroll your SIMnet student account in the correct class for you.)

The screenshot shows a registration progress bar at the top with six steps: 1. Verify, 2. Agree, 3. Enroll (highlighted in blue), 4. Activate, 5. Register, and 6. Finish. Below the progress bar is a scrollable area containing the following text:

Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: West Campus

Class Name	Section Name
Cool	Awesome Stuff
ECONsj	101A
Excel 2010 Advanced	Online
Introduction to Office 2010	MWF
PowerPoint 2007 Projects	Online
TestWord	101

At the bottom of the scrollable area is a "Clear Selection" button.

At the bottom of the page are two buttons: "Previous" and "Next".

A yellow callout box on the right contains the text: "If necessary, expand this list and select the correct campus." An arrow points from this box to the "Campus" dropdown menu.

Another yellow callout box at the bottom right contains the text: "Click your SIMnet class to select it." An arrow points from this box to the "Introduction to Office 2010" row in the table.

## Registering Your SIMnet Online Account

5. Enter your registration code in the space provided, and then click **Next**.

Enter your SIMnet registration code here. Registration codes are usually all uppercase letters, with no ones or zeros.

1 Verify 2 Agree 3 Enroll 4 Activate 5 Register 6 Finish

**Have A Registration Code?**  
You'll find your registration code on a card that either came with your textbook or that you purchased separately.

Code:

**Waiting for financial aid?**  
 Check the box to the left to activate a 21 day free trial.

Previous Next

6. Enter your SIMnet registration information, and then click the **Next** button. All the information must be entered before you can complete registration.
- Why do we require your email address?** Your email is required so the system can send you your username and/or password if you forget them.
  - Why do we require your Student ID?** The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SIMnet gradebook records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.

1 Verify 2 Agree 3 Enroll 4 Activate 5 Register 6 Finish

To continue, please provide the following information:

**Personal Information**

First Name:  Last Name:

Email:  Student ID:

**Login Information**

Username:  Password:  Confirm Password:

Next

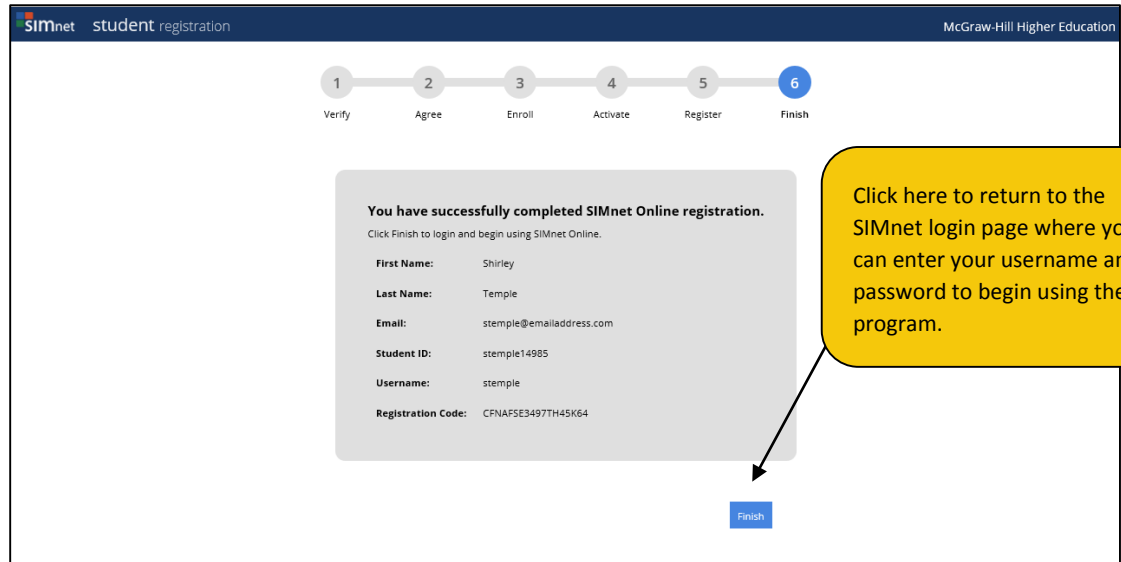
Enter your first and last names here. This is how your name will appear in the SIMnet gradebook and reports.

Password is case sensitive.

Remember that your instructor will see your username in the gradebook and SIMnet reports. Use something appropriate and easy for you to remember.

## Registering Your SIMnet Online Account

7. The final page confirms your registration information. If this information is correct, your registration is complete. You can throw away the registration code, as it is only good for a single registration. Click the **Finish** button to return to the main page where you can now enter your username and password to log in to SIMnet.



## Registering Your SIMnet Online Account

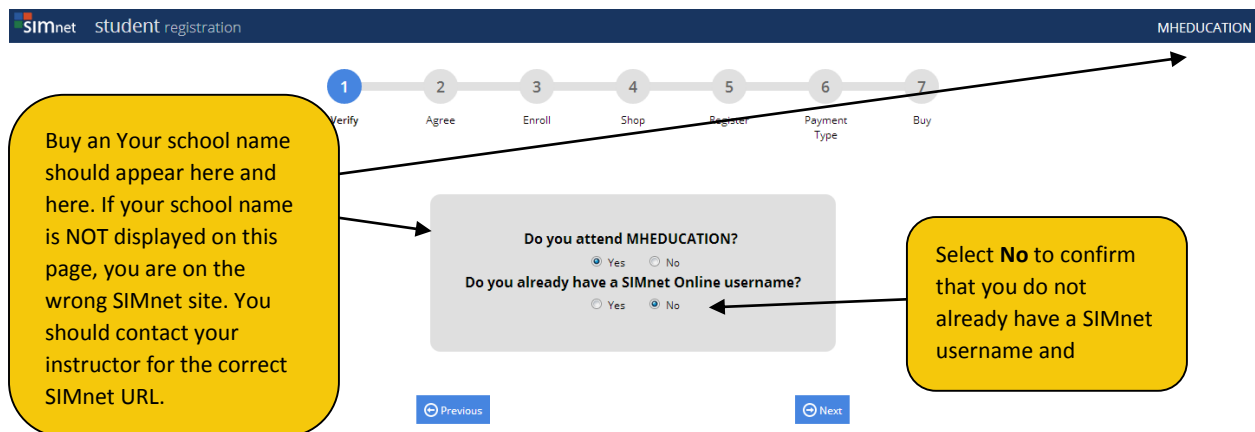
### I do not have a registration code, and I would like to pay for my registration online

If you have not yet purchased a registration code from your bookstore, you can pay for registration online using a credit or debit card or a PayPal account:

1. From the SIMnet login page, click the **Buy an account** button.



2. Please be sure to double-check that you are using the correct SIMnet Online site for your school. Select the **Yes** radio button to confirm you attend the school, select the **No** radio button to confirm that you do not already have a SIMnet user name. (If you have a username and password already, please log in to SIMnet and enter your registration code in the space provided on the *Profile page*. Continuing through the self-registration process will result in a duplicate account.) Click **Next** to continue.



# Registering Your SIMnet Online Account

3. Review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.

The progress bar shows steps 1 through 7: Verify, Agree, Enroll, Shop, Register, Payment Type, Buy. Step 2, 'Agree', is highlighted in blue. Below the progress bar is a screenshot of the 'IMPORTANT NOTICE' and 'LICENSE AGREEMENT' page. A yellow callout box points to a checked checkbox at the bottom of the agreement page. Below the screenshot are 'Previous' and 'Next' navigation buttons.

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

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Check this box if you agree to the end user license agreement

Previous Next

4. If necessary, expand the **Campus** list and select the correct campus. Click the name of the SIMnet class to enroll in, and then click **Next**. (If you are not sure what class to select, click **Next** without making a selection. After you complete registration, you can log in to SIMnet and go to the *profile page* to select a class, or you can ask your instructor to enroll your SIMnet student account in the correct class for you.)

The progress bar shows steps 1 through 7: Verify, Agree, Enroll, Shop, Register, Payment Type, Buy. Step 3, 'Enroll', is highlighted in blue. Below the progress bar is a screenshot of the class selection page. A yellow callout box points to a dropdown menu labeled 'Campus: All'. Another yellow callout box points to a row in a table that is highlighted in blue. Below the screenshot are 'Previous' and 'Next' navigation buttons.

1 Verify 2 Agree 3 Enroll 4 Shop 5 Register 6 Payment Type 7 Buy

Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All

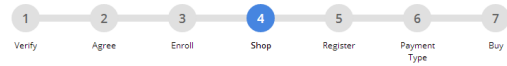
SKLAR TEST CLASS	...
SPCC	EGR 112
Spring Demo	
Summer Intern Learning SIMnet	Experiment
TABU BCIS 1405	Fall-2013
Tech Edit, Round 1 (GOLD STANDARD DEMO COURSE)	MH
Thuan's Office 2013 Class	Fall 2013
Weintz section	class of weintz
Willingham-BCIS1405	Hybrid classes
WORD LESSON	

Clear Selection

Previous Next

# Registering Your SIMnet Online Account

5. Select the SIMnet Online product you want to purchase, and then click **Next**. If you are not sure which SIMnet product to purchase, check with your instructor or your class syllabus.



This image shows all of the SIMnet products available for online purchase. The page you see will probably be much shorter and only show the product or products that your school uses. Click the radio button for the SIMnet product you need to purchase.

Select the product required for your class:

- SIMgrader 2010 (\$ )
- SIMnet + SIMgrader 2010 - Suite (\$ )
- SIMnet 2010 - One Application (\$ )
- SIMnet 2010 - Proficiency (\$ )
- SIMnet 2010 - Suite (\$ )
- SIMnet 2013 - In Practice - Office (\$ )
- SIMnet 2013 - One Application (\$ )
- SIMnet 2013 - Proficiency (\$ )
- SIMnet 2013 - Skills Approach - Office (\$ )
- SIMnet 2013 - Suite (\$ )

Note: The registration code will be automatically assigned to your SIMnet login immediately following payment. All prices are listed in U.S. Dollar (USD).

Previous Next

6. Enter your SIMnet registration information, and then click the **Next** button. All the information must be entered before you can complete the registration and purchase process.
  - a. **Why do we require your email address?** Your email is required so the system can send you your username and/or password if you forget them.
  - b. **Why do we require your Student ID?** The Student ID is used as a unique identifier for each student account. Some instructors require students to use their real student ID numbers, so SIMnet gradebook records can be matched with other class records. If you are unsure what to use for your Student ID, check with your instructor.



Enter the following information:

**Personal Information**

First Name: Thuan ✓ Last Name: Vinh ✓  
Email: tv123@mh.com ✓ Student ID: tvstudent ✓

**Login Information**

Username: tvstudent ✓ Password: ..... ✓  
Confirm Password: ..... ✓

Enter your first and last names here. This is how your name will appear in the SIMnet gradebook and reports.

Remember that your instructor will see your username in the gradebook and SIMnet reports. Use something appropriate and easy for you to remember.

Password is case sensitive.

Next

## Registering Your SIMnet Online Account

7. Select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**. (If you select PayPal as your payment method, the button will appear as the orange PayPal **Pay Now** button instead of Next.)



Click the radio button for the payment method you want to use.

Select your method of payment:

VISA  MasterCard  DISCOVER  PayPal

PayPal

[Previous](#) [Next](#)

- a. If you selected a credit card, enter the required information. The credit card payment information and billing address are not saved to the SIMnet database. This information is only used to process your SIMnet payment. It is not visible to your instructor.

Enter your information, and then click the **Buy** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**



**Order Details**  
Product: SIMnet 2013 - In Practice - Office  
Shipping: \$0.00  
Tax: \$0.00  
Total: \$ (No Returns)

Note: The product will be automatically assigned to your SIMnet username immediately following payment. All prices are listed in USD.

**Payment Method**  
Card Type: Visa  
Card Number:   
Security Code:  [What's a security code?](#)  
Expire Date: 1 - January / 2013

**Billing Address**  
First Name on Card:   
Last Name on Card:   
Address:   
Additional Address:   
ZIP / Postal Code:   
City:   
Country: United States  
State or Province:

Enter your credit card and billing address information on this page. The billing address must match the address your credit card company has on file.

[Previous](#) [Buy](#)

# Registering Your SIMnet Online Account

- b. If you selected PayPal, you will see a PayPal login screen.
  - i. Enter your PayPal username and password, and click **Log In**. The SIMnet system does not keep or track your PayPal login information.

The screenshot shows the PayPal login interface. On the left is the 'Your order summary' from deca software, listing 'SIMnet 2013 - In Practice - Office' with a price of \$ and a total of \$ USD. The main area is titled 'Choose a way to pay' and features the 'Pay with my PayPal account' option. Below this, there are input fields for 'Email' and 'PayPal password', a 'Log In' button, and a link for 'Forgot email or password?'. At the bottom, there is a link for 'Don't have a PayPal account?' and a link to 'Cancel and return to deca software llc.'. Annotations in yellow boxes provide instructions: 'deca software is the company that processes payments for SIMnet Online purchases.' points to the deca logo; 'Enter your PayPal login information here.' points to the email and password fields; 'Click this link to cancel, and return to SIMnet to select another payment option.' points to the 'Cancel and return to deca software llc.' link; and 'If you do not have a PayPal account, click this link to create a new PayPal account.' points to the 'Don't have a PayPal account?' link.

- ii. Confirm your PayPal payment information, and then click **Pay Now**.

The screenshot shows the 'Review your information' screen. On the left is the same 'Your order summary' from deca software. The main area is titled 'Review your information' and features a 'Pay Now' button at the top. Below this, there is a 'Payment methods' section with a 'Change' link. The first method is 'Credit/Debit Card : Visa XXXX-XXXX-XXXX-7908' with a \$ USD symbol. Below this, there is a 'Bill Me Later' option, which is a PayPal service offering '\$10 back and 6 months to pay on purchases of \$99+' subject to credit approval. There is also a link for 'PayPal gift card, certificate, reward, or other discount'. At the bottom, there is a 'Contact information' section with an email field containing '@gmail.com' and another 'Pay Now' button. A link to 'Cancel and return to deca software llc.' is at the very bottom. Annotations in yellow boxes provide instructions: 'PayPal automatically uses your default payment method. If necessary, click the respective radio button to switch to another payment' points to the 'Bill Me Later' radio button; and 'Click Pay Now to finalize your purchase.' points to the 'Pay Now' button at the bottom.

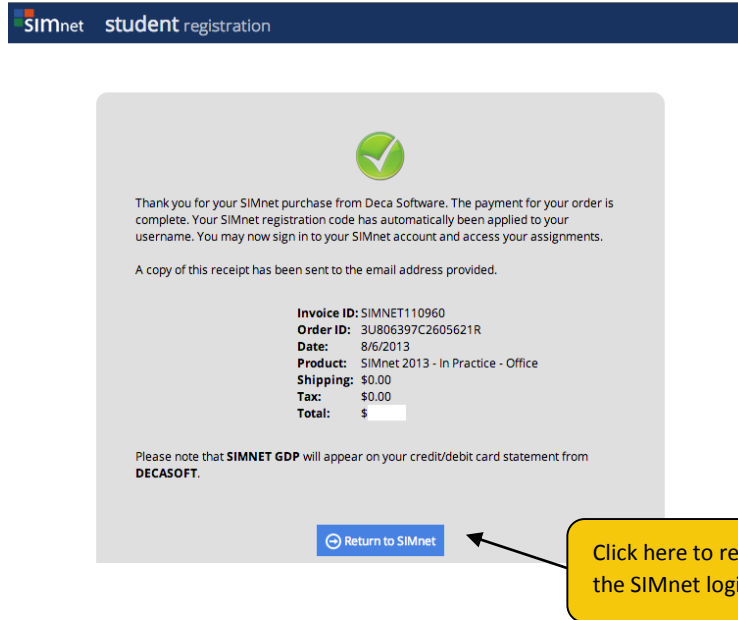


## Registering Your SIMnet Online Account


- This confirms your purchase and SIMnet registration. The system will also send you a receipt via email (using the email address you entered as part of your SIMnet registration).

**You will not receive a registration code – your account is created automatically for you.**

Click the **Return to SIMnet** button to return to the main page where you can now enter your username and password to log in to SIMnet.



simnet student registration



Thank you for your SIMnet purchase from Deca Software. The payment for your order is complete. Your SIMnet registration code has automatically been applied to your username. You may now sign in to your SIMnet account and access your assignments.

A copy of this receipt has been sent to the email address provided.

**Invoice ID:** SIMNET110960  
**Order ID:** 3U806397C2605621R  
**Date:** 8/6/2013  
**Product:** SIMnet 2013 - In Practice - Office  
**Shipping:** \$0.00  
**Tax:** \$0.00  
**Total:** \$

Please note that **SIMNET GDP** will appear on your credit/debit card statement from **DECASOFT**.

[Return to SIMnet](#)

Click here to return to the SIMnet login page.

### ***Frequently Asked Questions***

#### **I purchased online. Where is my registration code?**

If you purchase your registration access online, the registration code is added to your SIMnet account automatically. You never receive (or need) an actual registration code.

#### **I purchased online. Can I get a receipt?**

The system will send your purchase receipt via an email from **deca software**. You may need to check your junk email folder for the receipt email.

If you need another copy of your purchase receipt, please email [sales@decasoftware.com](mailto:sales@decasoftware.com). Be sure to include your name, your school, and the product you purchased.

#### **Can I return my purchase?**

If you purchased online, and you have never used SIMnet, you may be eligible for a refund. Forward your purchase receipt to [sales@decasoftware.com](mailto:sales@decasoftware.com) and explain why you need a refund.

If you did not purchase online, you will need to contact the place where you purchased the code to inquire about return or exchange policies. Deca software cannot refund purchases made from your school bookstore or another seller.

#### **I purchased the wrong code or SIMnet module. Can I exchange it?**

If you purchased a single module SIMnet code and registered for the wrong module, McGraw-Hill technical support can help you. Go to <http://mpss.mhhe.com/products-simnet.php> and use their online form to request assistance.

If you purchased the wrong code online, send an email to [sales@decasoftware.com](mailto:sales@decasoftware.com) and explain your situation. Deca software may be able to swap your registration for the correct one, or they may need to refund your purchase, so you can repurchase the correct registration type.

If you purchased the wrong code from your school bookstore or another seller, you will need to contact the place where you purchased the code to inquire about return or exchange policies.

#### **I am waiting on financial aid but I need to start my course work. How do I do this?**

Click "I Have a Code" on the school's SIMnet homepage. There is a check box for a free trial period during the registration process where you can complete your assignments. The free trial can last up to 21 days. If the "I Have a Code" on the school's SIMnet homepage does not exist, please contact to your instructor to add the free trial for you.