

## Expert TA: Student Registration Instructions

**Getting Started:** Visit Expert TA's registration page <https://www.theexpertta.com/registration/>

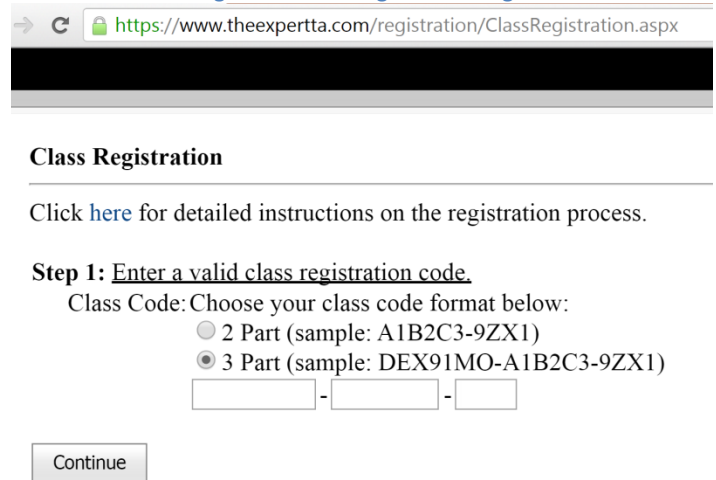
You will be taken to the initial registration page, shown in **Figure 1** below.

### Step 1: Enter your Class Code.

Your class code will be provided by your instructor.

- Choose 2 Part or 3 Part Code
- Enter the alpha numeric characters into their respective boxes separated by the “-”
- Be careful not to include the “-” or leave any spaces in the boxes
- Click Continue.

Figure 1: Initial Registration Page

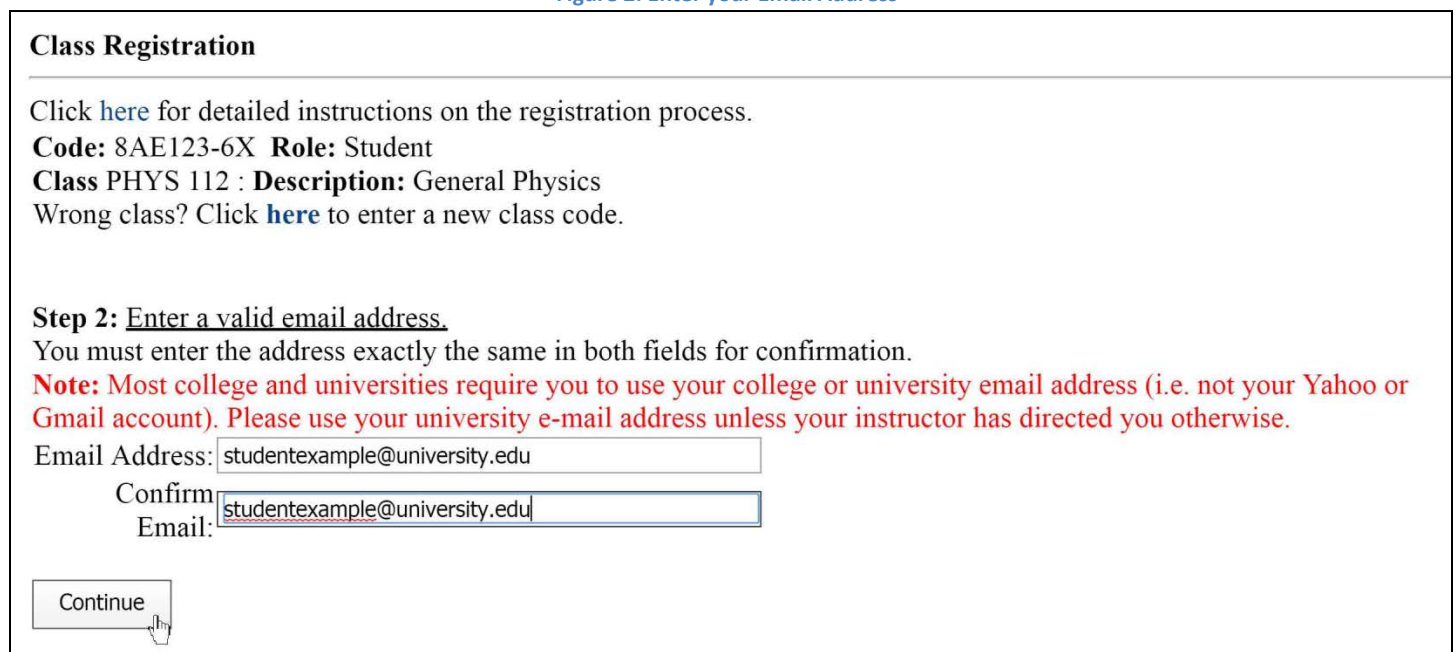


The screenshot shows a web browser window with the URL <https://www.theexpertta.com/registration/ClassRegistration.aspx>. The page title is "Class Registration". Below the title, there is a link: "Click [here](#) for detailed instructions on the registration process." The main heading is "Step 1: Enter a valid class registration code." Below this, it says "Class Code: Choose your class code format below:" with two radio button options: "2 Part (sample: A1B2C3-9ZX1)" and "3 Part (sample: DEX91MO-A1B2C3-9ZX1)". The "3 Part" option is selected. Below the options are three input boxes separated by hyphens: [ ] - [ ] - [ ]. At the bottom is a "Continue" button.

### Step 2: Enter your email.

Your email will serve as your user name. You will be taken to a page similar to what you see in **Figure 2** below. At the top you will see the information about your class. You will be asked to enter your email address. **This will serve as your user name. Please remember which email address you use.** Some schools assign more than one email to students. You will only be able to log into Expert TA with the exact email you register with. Confirm your email address and click the **Continue** button.

Figure 2: Enter your Email Address



The screenshot shows a web page titled "Class Registration". Below the title, there is a link: "Click [here](#) for detailed instructions on the registration process." The page displays class information: "Code: 8AE123-6X Role: Student" and "Class PHYS 112 : Description: General Physics". Below this, it says "Wrong class? Click [here](#) to enter a new class code." The main heading is "Step 2: Enter a valid email address." Below this, it says "You must enter the address exactly the same in both fields for confirmation." A red note follows: "Note: Most college and universities require you to use your college or university email address (i.e. not your Yahoo or Gmail account). Please use your university e-mail address unless your instructor has directed you otherwise." Below the note are two input fields: "Email Address: studentexample@university.edu" and "Confirm Email: studentexample@university.edu". At the bottom is a "Continue" button with a mouse cursor pointing at it.

### Step 3: Choose a password.

After entering a User ID (your email address), you will be taken to a page similar to **Figure 3** and asked to enter a password. Your password must be at least 7 characters and we recommend including a mixture of upper and lower case letters, numbers, and at least one special character (ex: #, !, etc...). Click Continue.

Figure 3: Create a Password

**Class Registration**

Click [here](#) for detailed instructions on the registration process.  
**Code:** 8AE123-6X **Role:** Student  
**Class** PHYS 112 : **Description:** General Physics  
Wrong class? Click [here](#) to enter a new class code.

User: studentexample@university.edu new user.

**Step 3: Enter a password.** A new password consisting of a minimum of 7 characters is required. You must enter the password twice.  
For your security we recommend using upper and lower characters, numbers, and at least one non alphanumeric characters

Password:

Confirm Password:

Figure 4: Enter Personal Information

#### Class Registration

Click [here](#) for detailed instructions on the registration process.

**Code:** 8AE123-6X **Role:** Student

**Class** PHYS 112 : **Description:** General Physics

Wrong class? Click [here](#) to enter a new class code.

**User:** studentexample@university.edu new user.

Password Confirmed!

#### Step 4: Update User Profile

First Name:

Last Name:

Student ID/NO:

Section:

#### Terms Of Service Agreement

The following terms establish an agreement between you, the user, and Expert TA, LLC. Access to our website and the services provided therein are contingent upon your acceptance of the terms in this agreement. If you do not agree with or do not agree to adhere to the terms in this agreement, you should not register for our service. Expert TA may change the Terms of Service from time to time. At the time these changes are made, Expert TA will make available the updated Terms of Service on our website and will include the new terms in the registration process. By accepting these terms, you understand and agree that your

☒ I accept and agree to the Terms of Service Agreement

**Step 4: Enter Your Name (and Student ID).** Your first and last names are always required fields. Your school/instructor may or may not require you to enter your Student ID. If this is required please take care while entering your student ID number as your instructor needs this to keep grades organized across sections. The student ID required here is the one assigned by your school. Choose the Section from the drop down menu.

The Student ID field may not be part of your registration process. If you see this field, it will be required. This is the student's personal Student ID assigned by the college

Read the Terms of Service Agreement and check the box. By checking the box you are saying that you have read the Terms of Service Agreement and you accept and agree to them. When you are finished, click the **Continue** button.

**Registration is Complete and you are almost done!**

## Step 5: Check-out.

You will see the screen shown in **Figure 5**.

**Figure 5: Landing page with Check out**

The items below must be purchased before any assignments can be completed.

#	Class Name	Book Description	Start Date	End Date	Book Price
<input checked="" type="checkbox"/>	PHYS 112	Expert TA's First Edition Physics Content	5/1/2016 12:00:00 AM	12/31/2016 12:00:00 AM	\$40.00

Total: \$40.00

Access Code   Credit Card   14-Day Trial \*

Upon Credit Card checkout you will be redirected to Authorize.Net, a secure payment site. After submitting your payment you will be redirected back to Expert TA.  
\* Trial access is not available for all items.

In the class roster, the student will have a status for payment as "Complete paid \$0". After the trial period the student will be prompted again with the payment screen.

- You will not be able to do homework until you complete the payment process.
- You will need to click on the check box to confirm your purchase. After you have clicked the check box, you will choose your method of payment, as shown in **Figure 5**. If you purchased an access code from the bookstore, click "Access Code". Then, continue on to Step 6a **below**. If you do not purchase an access code from the bookstore, and you are using a credit card, click "Credit Card". Then, continue on to Step 6b **below**.

## Step 6: Payment

**Figure 6: Access Code**

The items below must be purchased before any assignments can be completed.

#	Class Name	Book Description	Start Date	End Date	Book Price
<input checked="" type="checkbox"/>	PHYS 112	Expert TA's First Edition Physics Content	5/1/2016 12:00:00 AM	12/31/2016 12:00:00 AM	\$40.00

Total: \$40.00

Access Code:

### A) Payment with Access Code

- Enter in the Access Code at the bottom of the card you purchased. There are 16 numbers total, 4 in each box as shown in **Figure 6**.
- Click "Submit" to begin using Expert TA. If a message appears stating "You have entered an invalid access code", try entering the code in again. If you are still having trouble, contact [main@theexpertta.com](mailto:main@theexpertta.com).

## B) Payment with a Credit Card


- After clicking “Credit Card” you will be redirected from our site to **Authorize.net**
- **Authorize.net is an industry leader in secure payments and used by tens of thousands of companies.**
- Enter your credit card information. (*Note: Depending on your subscription, your price may be different from what is shown in Figure 7.*)
- Note: Pay careful attention when entering the address information. This information **MUST** match the billing information on the card (this is normally your house; not your dorm address). If the zip code entered here doesn't match, the transaction will not process. This is a security measure that helps to keep people from using your card if it is stolen.

Figure 7: Credit Card

 <https://secure.authorize.net/gateway/transact.dll>

For your security Expert TA never takes your credit card information and does not handle the transaction. Notice we have redirected you to Authorize.net, a trusted industry provider.

Make sure you use the address and zip code associated with your credit card. This is normally your permanent address, not your dorm.

<b>Order Information</b>		* Required Fields	
		<b>Total: \$40.00 (USD)</b>	
<b>Payment Information</b>			
			
Card Number:	<input type="text"/>	* (enter number without spaces or dashes)	
Expiration Date:	<input type="text"/>	* (mmyy)	
<b>Billing Information</b>			
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Address:		<input type="text"/>	
City:		<input type="text"/>	
State/Province:	<input type="text"/>	Zip/Postal Code:	<input type="text"/>
Country:		<input type="text"/>	
Email:		<input type="text"/>	
Phone:	<input type="text"/>		
<input type="button" value="Pay Now"/>			

## Step 7: You can now begin using Expert TA.

You will be directed to the *Class Management* screen, and you will be ready to complete assignments and will have access to Expert TA's Tutorials.