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 alphabetic characters into their respective boxes separated by the “-”
- Be careful not to include the “-“ or leave any spaces in the boxes
- Click Continue.

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.
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.

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.

- 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

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.
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*

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.

---

**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.