Class Name: **PLS 302-001 Spring 2012**
Class Key: **J15425N419**

You will need:

- Class Key   **J15425N419**
- Connection to the Internet
- Method of Payment:
    - credit card or
    - personal check

Enrolling through CPSOnline

I.   Create an Account

1. Go to einstruction.com.
2. Click the **CPS Online Login** link at the top of the page.
3. Click on the **Higher Ed Students** button in the middle of the page.
4. Select **University of North Carolina Wilmington** from the drop-down menu.
5. Click **Choose Site**.
6. Click **Create a New Account**
    a. Enter your UNCW email address;
    b. Choose a security question and provide an answer;
    c. Enter your serial number. You can find your serial number on your LCD screen when you turn on your pad;
    d. Click **Continue**.
        i. Create a CPSOnline username and password.
        ii. Fill in your contact information.
        iii. Click **Submit** to create your account.

II.   Enroll in a Class

1. Click **Yes** to enroll immediately in your class.
2. Enter your **Class Key** in the space provided. If you have a Code, enter it in the **Code** box. Note that a Code is not required.
3. Click **Submit** and choose your payment options. Click **Continue**.
4. Fill in your billing information and click **Continue**.
5. To join an additional CPSOnline class, click the **Enroll in a class** button from the main menu.
6. Once you have finished enrolling in all of your classes, click **Log Out**. *So that CPSOnline properly records your information, log out of CPSOnline.*

NOTE: *If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class.* Note your assigned response pad number after you enroll for each class, and use the reminder emails from eInstruction to keep track of your information.