# Class Name:American National Government (PLS 101 – Spring 2012)Class Key:t11871a57

#### You will need:

- Class Key t11871a57
- Connection to the Internet
- Method of Payment:
  - o credit card or
    - o 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 elnstruction to keep track of your information.