

## Using CPSOnline post – Blackboard

1. Proceed to [www.eInstruction.com](http://www.eInstruction.com)
2. Click on CPSOnline Login link
3. This will take you to your Login for your CPS online account


Click on Higher Ed Students

### CPSOnline Login



Click on the drop down arrow next to “International College”

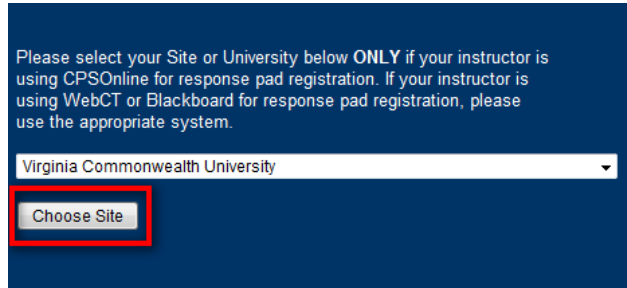
Please select your Site or University below **ONLY** if your instructor is using CPSOnline for response pad registration. If your instructor is using WebCT or Blackboard for response pad registration, please use the appropriate system.

International College 

Continue to page 2.

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Choose your university from the drop down list.



Please select your Site or University below **ONLY** if your instructor is using CPSOnline for response pad registration. If your instructor is using WebCT or Blackboard for response pad registration, please use the appropriate system.

Virginia Commonwealth University

Choose Site

1. Sign in to your account using your CPSOnline username and password.
  - a. Please call Student Techsupport if you don't know this information. 1-888-333-4988.
  - b. If you have used a clicker before it is imperative to use the SAME username and password to ensure your lifetime payment accrument.
2. Click Sign In

Username:

Password:

Sign In

[Forgot your username or password?](#)  
New to CPS? [Create a New Account](#)

### Step 1: UPDATING YOUR PROFILE

3. Click on the link Update My Profile

**Account Information**

**My Current Classes**  
Choose your class below to login. If you need to enroll into a class, click on 'Enroll In A Class' below.

(DEMO UNIVERSITY)

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
<a href="#">Test Duel Roles2</a>	07/31/2010	1	-	<a href="#">change</a>
<a href="#">Rob FridayFun</a>	07/03/2010	1	-	<a href="#">change</a>

[Update My Profile](#) | [Manage My Pads](#) | [Enroll in a Class](#) | [Change University](#) | [Logout](#)

Continue to page 3.

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7. Fill out the fields First Name, Last name, Email Address and a Security Question and Answer. Write this information down.
8. Enter your password again to confirm.
9. Click Update

### Personal Information

You can change your personal information below.

**Password Required**  
For your security, please enter your password.

Current Password:

First Name:

Last Name:

Email Address:

Confirm New Email Address:

Phone:  (eg.547-898-7987)

---

Security Question:

Answer:

---

New Username:

New Password:

Confirm New Password:

Do not keep my personal information

[Back to Account Information](#)

10. Click Back to account Information Link ( next to the update link)

You have successfully updated your Contact information on CPSOnline.

## Step 2: ENROLLING INTO YOUR CLASS

### Account Information

#### My Current Classes

Choose your class below to login. If you need to enroll into a class, click on 'Enroll In A Class' below.

(DEMO UNIVERSITY)

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
<a href="#">Test Duel Roles2</a>	07/31/2010	1	-	<a href="#">change</a>
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1. Click on the Enroll in a Class link

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2. Fill in your class key ( provided to you by your instructor via email) (#1. in screenshot )
3. Confirm your class key. ( not shown as a # in screenshot.)
4. Confirm or Enter your serial Number of your Pad. (#2. in screenshot )
5. Read the Student Refund Policy and agree to the terms by clicking the box (#3. in screenshot )
6. Click Next (#4. in screenshot )

### Enroll in a class

Please enter the following pieces of information:

\* **Class Key :**

\* **Confirm Class Key :**

\* **Serial Number :**

Student ID:

If you have an **enrollment code** or a **coupon code**, please enter it below. These codes can be found in McGraw-Hill text books or may be purchased through your campus bookstore.

Code (optional):

I read and agree with the [Student Refund Policy](#).

\* required

[Account Information](#)

The Next page will show either that you have enrolled successfully ( if having accrued the lifetime enrollment amount) PLEASE make sure you click on the link “Enter the Class” to complete your enrollment.

### Enrollment Complete

Your enrollment is complete. Do you wish to enter your class now or view your user account information?

If needing to pay for the semester this page will show.  
This information could change due to VCU’s policy and previous payments accrued.  
Choose the appropriate button.

### Payment Options

Please choose a payment option below.

You can choose to pay:

\$15.00 for access to all your CPSOnline classes for this term only.

**SPECIAL OFFER**

\$50.00 for a discounted Lifetime Subscription to CPSOnline. This is your only chance to purchase a Lifetime Subscription for a discounted price.

[Cancel Enrollment](#)

Continue to page 5.

## Using CPSONline post – Angel

Next you will see the Billing Information page, please ensure all are required are filled out completely before clicking next. This is where you can choose to pay with a check or credit card. If choosing to pay with a Credit Card you will see the following.

Step 1: Billing Information >> Step 2: Payment Information >> Step 3: Verification

### Billing Information

Please enter your billing information below

\* First Name:   
 Middle Initial: (if applicable)   
 \* Last Name:   
 Business Name: (if applicable)   
 \* Street Address 1:   
 Street Address 2: (optional)   
 \* City:   
 \*\* State:   
 \*\*\* Zipcode:   
 \* Phone Number:  (eg. 567-569-7897)  
 \* Email Address:

\* required  
 \*\* International students, please choose 'Other'.  
 \*\*\* required for U.S. only

\* How do you wish to pay?:

- Credit Card  
 Check

Followed by the Credit Card Information page. Fill out accordingly.

Step 1: Billing Information >> Step 2: Payment Information >> Step 3: Verification

### Payment By Credit Card

Please enter your credit card information below. Have a question? Check the [FAQs](#).



\* Credit Card Type:   
 \* Credit Card Number:  (no spaces or dashes)  
 \* Expiration Date: Month  Year   
 \* Security Code:

Submit your payment by clicking on the Submit Your Payment button.

Once you click "Submit Your Payment" below, we will process your payment.  
 If you refresh the following page before your payment finishes processing, your payment will resubmit and you will be charged again.

Your transaction Status will show on the next page, please click Continue button.

Step 1: Billing Information >> Step 2: Payment Information >> Step 3: Verification

### Transaction Status

Your transaction has been approved.  
 Please click 'Continue' to complete your enrollment.

You have successfully enrolled into your CPSONline course, Please click enter The Class button, to ensure enrollment is processed.

### Enrollment Complete

Your enrollment is complete. Do you wish to enter your class now or view your user account information?

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Have a great semester please feel free to contact Student Support at : 1-888-333-4988., if needing additional assistance.