



How to Register

Introduction



Pearson SuccessNet is the home for Prentice Hall's online products for teachers, students, and administrators – a single workplace for teaching, learning, and saving valuable time!

NOTE: When using Pearson SuccessNet, be sure to turn off your pop-up blocker program if it is on your computer. SuccessNet uses pop-ups, so your computer must allow them.

Before you and your students can fully use SuccessNet, you need to complete three tasks:

1. Register as a Teacher.
2. Create a class.
3. Add students to the class.

For first-time registration, you will need:

- your **product access code** that unlocks the products that your school purchased
- your **school zip code**

Register as a Teacher



1. Go to www.pearsonsuccessnet.com. If you are registering on SuccessNet for the first time (or if it has been more than 1 year since you last logged in), click **Register**.

2. Enter your product access code. These access codes unlock the products that are licensed to your school. The code was sent to your school or district when your Prentice Hall SuccessNet products were purchased. If you are registering

your products for the first time, your access code is included in your Teacher Access Pack. If you do not have a product access code, please call our tech support line at 1-800-234-5832. *Type in your product access code exactly as it is written.* (Include capital letters if your access code contains them.)

3. Complete the registration form. When you enter your school's zip code, a list will appear which displays a list of schools in that zip code. Choose your school. If your school is not listed, type the first two or three digits of the ZIP Code. If your school is still not listed, contact technical support at 1-800-234-5832. When you register, SuccessNet makes sure you are not already registered. If another teacher has the same name you do, you need to confirm that the teacher shown on the screen is you.



Want to SEE how it's done? Try [In-Service On Demand](#) at PHSchool.com!

Create a Class

1. Log in to SuccessNet using your User name and Password. You will see your teacher home page.
2. Create a Class. Click **Go to Class/Group Management.** Click **Create a class.**
3. Fill out class information. Asterisks indicate which fields are required. Click the appropriate check boxes in the Product list to select the products that you want to use in this class/group.
4. Click **Save.** The new class/group appears in the class list on the My Classes and Groups screen.

Add Students to a Class

Before You Begin

Your students might already be SuccessNet users if:

- Other teachers in your school are using SuccessNet and have added those students to their classes
- Your school has been using SuccessNet for more than a year
- An administrator in your school already uploaded your students

If there is a chance that your students already exist, you can add them to your class by using the **Select from school roster** button on the **Class/Group Roster** screen.

There are four different ways to add students to a class:

- **Option 1: Add students from a school roster** – If any of your students already have SuccessNet user names, you can choose them from a list. This is the quickest and most efficient way to add students to your class.
- **Option 2: Add students one by one** – If your students are not already in the system, you can add them one at a time.
- **Option 3: Upload a class roster** – You can create a spreadsheet in a specified format, enter all your students in the spreadsheet, and upload them into your class.
- **Option 4: Have students register themselves** – When you finish creating a class, a class access code is generated automatically. If you give your students that access code, they can register themselves.

Each student should only have one SuccessNet account. If you choose the second, third, or fourth option from the above list, SuccessNet attempts to prevent the creation of duplicate accounts by checking for existing students with the same first and last name. If any are found, you will be notified and asked to confirm your entries.



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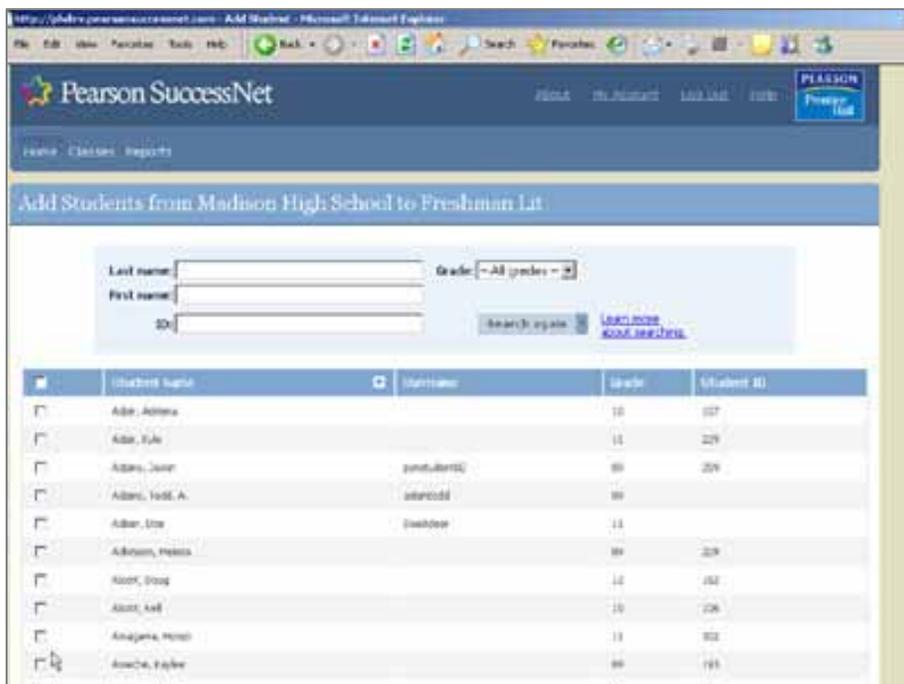
Option 1: Add Students from a School Roster

Your students might already be registered SuccessNet users due to the following scenarios:

- An administrator in your school might have uploaded all the students in the school.
- Another teacher might have already added one or more of your students.
- Your students might have used SuccessNet last year.

To add students from a school roster:

1. From the Teacher home page, click the name of the class to which you would like to add students. The class roster will be displayed.
2. Click **Select from School Roster**. The Student Search page will appear.
3. To display the roster for the entire school, leave the Grade dropdown menu set to *All Grades*. Click **Search**. The school roster will appear showing all the students in your school who are registered for Pearson SuccessNet.
4. To add a student to your class or group, click the checkbox next to that student's name. You can add all students by clicking the checkbox in the top row.
-or-
To perform a new search, type or select your search criteria and click the **Search again** button.
5. After making your selections, click **Save**. The students you selected now appear in your class roster.



Want to SEE how it's done? Try [In-Service On Demand](http://PHSchool.com) at PHSchool.com!

Option 2: Add Students One-by-One

After you have created a class, you can add students to that class one by one.

To add students to a class one by one:

1. From the Teacher home page, click the name of the class to which you would like to add students. The class roster will be displayed.
2. Click the **Add a student** button. The **Add Student** screen appears.
3. Type the student's information. The required fields are marked with a red asterisk.
4. Click **Save** to add this student to the class.
-or-
Click the **Save and add another** button to add this student to the class and then add another student.

Option 3: Upload a Class Roster

SuccessNet makes it easy for you to add students to a class. If you have a text file listing the students in a particular class, you can upload that file to SuccessNet instead of adding each student individually.

To upload a class roster:

1. From the Teacher home page, click the name of the class to which you would like to add students. The class roster will be displayed.
2. Click the **Upload my roster** button.
3. On the **Upload Class/Group Roster** screen, click the *For help creating a text file, click here* link. The **Creating a Text File** screen appears.
4. Click the **Excel Worksheet** link. You can download a template spreadsheet to use as your starting point.
5. Click the **Print** button to print out the instructions.
6. Open your downloaded worksheet and save it as a text (.txt) file. Use your class name in the file name to help you remember which spreadsheet goes with which class.
7. Type the information for each student in your class as a separate row in the spreadsheet.
8. Carefully follow the instructions on the printed sheet and complete all cells in the spreadsheet.
9. Save the spreadsheet as a text (.txt) file.
10. Close the **Creating a Text File** screen. The **Upload Class/Group Roster** screen appears.
11. Click **Browse** and navigate to your text file. Select your text file and click **OK**.
12. Click the **Upload file** button.
13. If there are no errors or duplicates, a confirmation screen displays the student roster spreadsheet. To complete the upload, click **Save**.

SuccessNet validates the text file and displays any errors so that you can correct them before uploading.

SuccessNet notifies you if students with the same names already exist. If duplicates are found, you will be prompted to select the existing student or create a new account.



Want to SEE how it's done? Try [In-Service On Demand](#) at PHSchool.com!

Auto Generating User Names and Passwords

SuccessNet automatically generates user names and passwords if the class roster text file you want to upload contains student names without pre-defined user names and passwords.

To auto generate user names and passwords:

1. On the **Auto Generate User Names and Passwords** screen, type a user name prefix in the **User name prefix** field. This case-sensitive field allows 3 to 20 alphanumeric characters.
2. Click the **Continue** button. SuccessNet then assigns user names and passwords for the student names that did not contain user names and passwords in your text file.

When creating a user name prefix, you might want to use your school initials or something else that is easy for students to remember. Initially, the passwords are the same as the user names that the system generates. These user names and passwords can be changed at any time.

Checking for Duplicates in a Multiple Student Upload

Each student in your school should only exist once within SuccessNet. Some of your students might have already been created within SuccessNet by another teacher, an administrator, or a school roster upload. When you add or upload students, SuccessNet notifies you if students with the same names already exist. It also gives you the option to add the existing student to your class.

To eliminate duplicate students from your class roster upload:

1. On the **Check for Duplicate Students** screen, compare the information in your file with the already existing information for each student.
2. If the student you want to add is a different student with the same name, select the student you entered.
-or-
If the student you want to add is the same as a listed student, select the already existing student.
-or-
If you do not want to add any of the students listed for that student name, select **Do not add**.
3. Repeat the previous step for every student listed on this screen.
4. Click **Save**.

Note that adding an existing student to your class or group will not affect the student's status in that student's existing classes or groups.

Confirming the Student List

The last step of uploading a class roster text file is confirming the student list. SuccessNet lists the student information from your upload file on the **Confirm Student List** screen.

To confirm the student list:

1. Read and verify the student information.
2. Click **Save** to complete the upload process.



Want to SEE how it's done? Try [In-Service On Demand](#) at PHSchool.com!

Option 4: Have Students Register Themselves

When you finish creating a class, SuccessNet automatically generates a class access code. If you give your students that access code, they can register themselves. However, you will first need to give them printed copies of their student registration information.

To have students register themselves:

1. On your home page, click the **Go to Class/Group Management** link.
-or-
On your top navigation menu, select **Classes** and then click **Manage classes**.
2. On the **My Classes and Groups** screen, click the **Class or group name** link.
3. On the **Class/Group Details** screen, click the **Click here to access and print student registration information that you can hand out to your students** link.
4. Click **Print** and make a copy of the registration form for each student in your class, and then hand the forms out.
5. Ask each student to follow the steps on the form to register. When the student's account is successfully created, ask the student to write his or her name and user name on the registration form and turn it in to you.

To learn more about Pearson SuccessNet, click on the **Help** link at the top of any SuccessNet web page or visit Prentice Hall's In-Service On Demand training site!



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