

Getting Started Guide

What is Pearson SuccessNet? Pearson SuccessNet is the place you go to access Pearson online products for Prentice Hall, Scott Foresman, AGS Globe and School Systems. A single workplace for teachers, learning, and saving valuable time!

Note: SuccessNet uses pop-ups, so when using Pearson SuccessNet, please turn off your pop-up blockers program if it is on your computer.

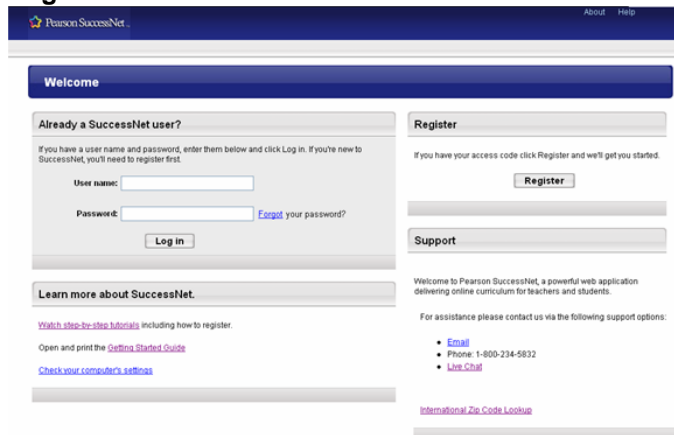
Before you Register

To begin using Pearson SuccessNet, you must register for an account. You will need:

- **A product access code**
- **A computer with Internet Access**

Registration

1. Go to www.pearsonsuccessnet.com and click on **Register**.



2. Enter your **product access code**. The product access code will unlock the products that are licensed to your school. If you need your product access code, please call product support at 1.800.234.5832.
3. Complete the **registration form**. Enter your school's zip code and choose your school from the list. If you already have a login, do not register again.

Log In

Go to www.pearsonsuccessnet.com and enter your user name and password.

Class Set-Up

After you login, it's time to start setting up your classes!

1. Click on [Go to Class/Group Management](#).
2. Enter the class name and click on the products you would like your students to use in that class.
3. Click on Save.

Adding Students

Before you begin!

If other teachers at your school are using SuccessNet, or if you added students to your SuccessNet account last year, those students can be added to your class. By choosing the Select from school roster, you will notice any students who were previously entered into SuccessNet can be added to your classes!

There are 4 ways to add students:

- **Option 1: Select from school roster**
Students who already have a SuccessNet user name and passwords.
- **Option 2: Adding students one by one**
Students not already in the system can be added one at a time.
- **Option 3: Upload a class roster**
Create an Excel spreadsheet in the format specified and upload them into the system.
- **Option 4: Student Self-Registration**
After you create a class, a class access code is generated. This code can be used by students to register for their SuccessNet account.

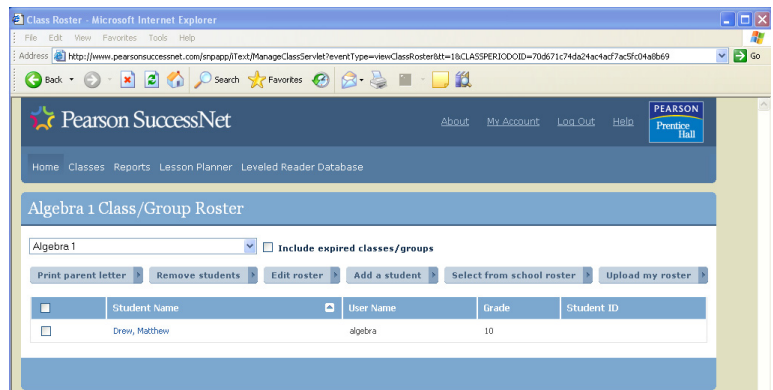
Option 1: Select from school roster

For those students who already were registered for a SuccessNet account, either by an administrator, another teacher or were in the system last year, simply follow these steps:

To add students who already have a log in:

1. From your teacher home page, click on the class to which you want to add students.
2. Click **Select from school roster**
3. Click Search
4. Place a check mark beside any students who you want to add to your class.

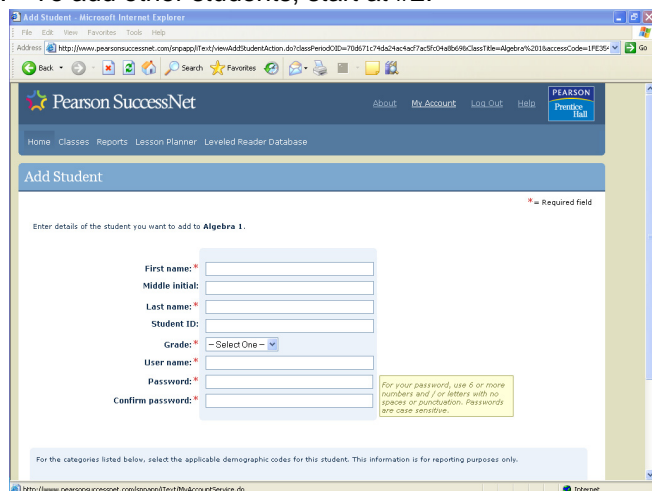
Option 2: Add Students One



After you have created your class, you can add students one at a time.

To add students one at a time:

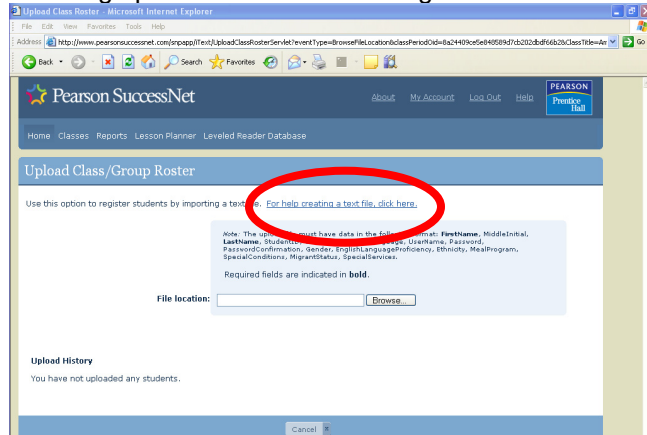
1. From your teacher home page, click on the class to which you want to add students.
2. Click **Add a student**
3. Type in the student's information and create the student's username and password.
4. Click Save to add this student to your class.
5. To add other students, start at #2.



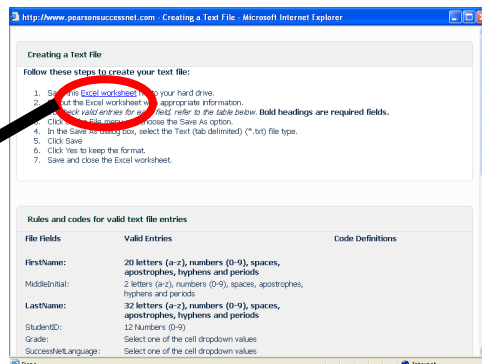
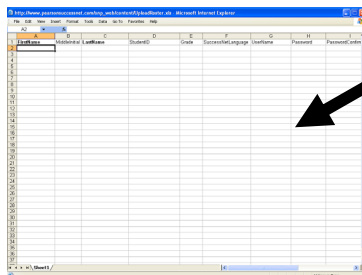
Option 3: Upload a Class Roster Pearson SuccessNet makes it easy for you to add up to 1,000 students at a time by using an Excel spreadsheet.

To upload a class roster:

1. From your teacher home page, click on the class to which you want to add students.
2. Click on **Upload my roster**
3. On the Upload/Class Group Roster page, click the **For help creating a text file, click here link**. This will bring up instructions for creating



4. Click the **Excel worksheet** link.



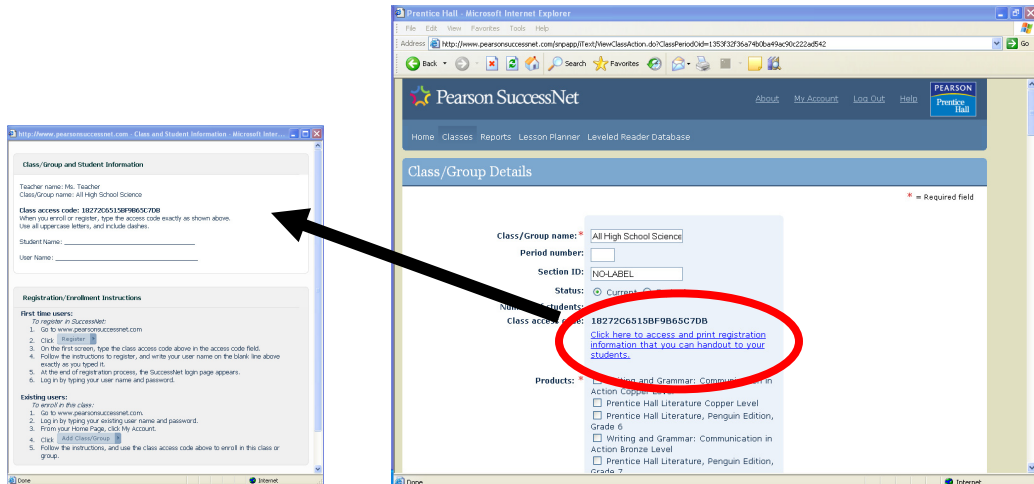
5. Click the Print button to print out the instructions.
6. Open your worksheet and save it as a Text tab delimited (.txt) file.
7. The following fields are required:
 - a. First Name
 - b. Last Name
 - c. User Name
 - d. Password
 - e. Password Confirmation
8. Close the **Creating a Text File** screen. The Upload Class/Group Roster screen appears.
9. Click **Browse** and navigate to your text file. Select your text file and click **OK**.
10. Click the **Upload file** button.
11. A confirmation screen will appear. To complete the upload, click **Save**.

Option 4: Student Self Registration

After creating a class in SuccessNet, a class access code is generated. That class access code can be provided to your students so they can register for their own SuccessNet account.

Steps for Student Self Registration:

1. From your teacher home page, click on **Classes, Manage Classes**.
2. Click on the class you want students to self-register.
3. Notice the class access code.
4. Click on the ***Click here to access and print registration information that you can handout to your students.***
5. These instructions will guide students through the step-by-step instructions on how to register for their Pearson SuccessNet user name and password.



Add Products

To enter new products in your Pearson SuccessNet teacher account:

1. From your teacher homepage, click on the **My Account** link
2. Click on **Manage Products**
3. Click on **Add new products**
4. Enter the **product access code** and click **Check Code**
5. Click **Save**
6. To add another product, click on **Add new product** and follow the same steps

In order to see this product in your Pearson SuccessNet teacher account, you'll have to log out and log back in. You can do this by clicking on the **Log Out** link at the top right of your teacher homepage. When you log back in, your new products will appear