

Beginning the Year with SuccessNet

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. It provides students with a single workplace for learning and helps teachers save valuable time!

You may have arrived at Pearson SuccessNet from another Web site, such as Biology.com or PHLitOnline.com. Pearson SuccessNet is where you will access content, such as your online student and teacher edition; find the lesson planner; assign tests; get reports; and much more.

Note: SuccessNet uses pop-ups, so when using Pearson SuccessNet, please turn off any pop-up blocker programs on your computer.

Before you Register

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

- product access code
- computer with Internet access

Registration

To register, follow these steps:

1. Go to www.pearsonsuccessnet.com.



2. Click **Register**.
3. 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.
4. Complete the registration form. Enter your school's zip code and choose your school from the list. If you already have a log-in, do not register again.

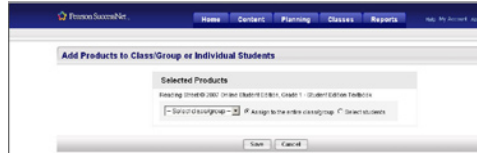
Log In

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

Add Products

Before you set up your classes and students, add the products you'd like to use to your Pearson SuccessNet account by following these steps:

1. From your teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Click **Add new products**.
4. Enter the product access code.
5. Click **Save**.



If you've already set up your classes and students, you can add products to your classes or assign products to certain students. To add products to your classes, follow these steps:

1. From your teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Choose the product(s) you'd like to add to your class.
4. Click **Add selected products to your class/group**.
5. Click **Save**.

Do the following to assign products to certain students:

1. From your teacher home page, click **My Account**.
2. Click **Manage Products**.
3. Choose the product(s) you'd like to add to your class.
4. Click **Add selected products to your class/group**.
5. Choose **Select Students**.
6. Place a check mark next to the students' names to indicate those who should have the product assigned to them.
7. Click **Save**.

Class Set-Up

After you log in, it's time to start setting up your classes! To set up your classes, do the following:

1. From your teacher home page, go to **Manage** or **Manage Classes** beside "My Classes and Groups" or select **Classes > Manage Classes**.



2. Enter the class name, and then select the products you would like your students to use in that class.
3. Click **Save**.

Adding Students

There are four ways to add students:

- **Option 1: Select from school roster:** This option works best for students who already have a SuccessNet user name and password.
- **Option 2: Adding students one by one:** Students who are 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. This is best used in middle and high schools.

Option 1: Select from School Roster

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

1. From your teacher home page, go to **Manage** or **Manage Classes** beside "My Classes and Groups" or select **Classes > Manage Classes**.
2. Click **View** under the word "Roster."
3. Click **Select from school roster**.
4. Click **Search**.
5. Place a check mark beside any students who you want to add to your class.

Option 2: Add Students One by One

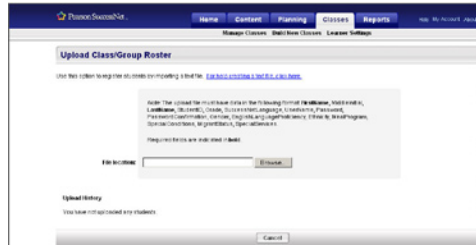
To add students one at a time, do the following:

1. From your teacher home page, go to **Manage** or **Manage Classes** beside "My Classes and Groups" or select **Classes > Manage Classes**.
2. Click **View** under the word "Roster."
3. Click **Add a student**.
4. Type in the student's information and create the student's user name and password.
5. Click **Save** to add this student to your class.

Option 3: Upload a Class Roster

Pearson SuccessNet makes it easy for you to add students by using an Excel spreadsheet. To upload a class roster, follow these steps:

1. From your teacher home page, go to **Manage** or **Manage Classes** beside "My Classes and Groups" or select **Classes > Manage Classes**.
2. Click **View** under the word "Roster."
3. Click **Upload my roster**.
4. On the Upload/Class Group Roster page, click the **For help creating a text file, click here** link.



5. Click the **Excel worksheet** link.



6. Click **Print** to print out the instructions.
7. Open your worksheet and save it as a text tab delimited (.txt) file.
8. The following fields are required:
 - First Name
 - Last Name
 - User Name
 - Password
 - Password Confirmation
9. Close the Creating a Text File screen.
10. The Upload Class/Group Roster screen appears.
11. Click **Browse**, and then navigate to your text file.
12. Select your text file, and then click **OK**.
13. Click **Upload file**.
14. A confirmation screen will appear.
15. 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. The following are the steps for student self-registration:

1. From your teacher home page, go to **Manage** or **Manage Classes** beside "My Classes and Groups" or select **Classes > Manage Classes**.
2. Click the class you want students to self-register.
3. Notice the class access code.



4. Click the **Click here to access and print registration information that you can handout to your students** link.
5. These instructions will guide students through the step-by-step instructions on how to register for their Pearson SuccessNet user name and password.