

MyAccountingLab Student Guide



MAKING THE MOST OF YOUR MYLAB EXPERIENCE

Welcome to Pearson's MyAccountingLab! Did you know that over 42 million students have used a Pearson MyLab & Mastering product? [Click here](#) to learn what your peers think and are saying about Pearson's MyLab!

You will use this MyAccountingLab course to do your homework, possibly take quizzes/tests, access your Pearson eText, and more, depending on your course set up and instructor-defined preferences. In addition to the assigned material found in MyAccountingLab, you also have a wide variety of self-study resources available to you to help you succeed in your course including Dynamic Study Modules, the Study Plan, step-by-step examples, animations, and videos.

This brief guide will help you register, sign in, and navigate your online course.



How Do I?
Videos

Video Playlist: [MyAccountingLab - Student Registration, Tips & Tricks and more](#)

Before you register

Before you register for your course, be sure you have:

- **A valid e-mail address.** Many instructors will INSIST that you use your university email address. This is a good one to use as it does not change and can be tied to your university learning management system. Be sure that whatever email address you choose is one you can remember, check often and is easily accessible.
- The **course ID** from your instructor. The course ID includes your instructor's last name and some numbers. For example: instructor04298



Notes

NOTE: The course ID is NOT needed if you are using MyAccountingLab integrated with your campus Blackboard, D2L or Canvas Learning Management system. If you are not sure, please ask your instructor.

- A student access code, which should have come packaged with your textbook. For example: MMLST-TAROK-THOLE-PICON-SHRIK-PRAWN



Notes

NOTE: If you do not have a student access code, you can purchase immediate access during registration.

Be sure to review the [System Requirements](#) and make sure every computer you use to access MyAccountingLab meets them. This is CRITICAL for optimal performance. In addition, be certain to use a **secure, high-speed** Internet connection.

Register as a student

When you register, you enroll in your course and create a Pearson account if you don't already have one. If you already have a Pearson account from a previous course where you used a Pearson MyLab or Mastering product, you should register for this course with the same username and password.

TO REGISTER AS A STUDENT:

Note: if your instructor has integrated MyAccountingLab with your school's learning management system, you will register through your LMS, not by going to the MyAccountingLab site.

1. Go to: <http://www.myaccountinglab.com>, and click **Student** in the "Register Now" box.

PEARSON | MyLab | Accounting

GLOBAL SITES MYLAB & MASTERING HOM

Exciting updates are coming to your students' Pearson MyLab courses. [Learn more >](#)

Improving results

Our goal is to help every student succeed. We're working with educators and institutions to improve results for students everywhere.

[Learn more >](#)

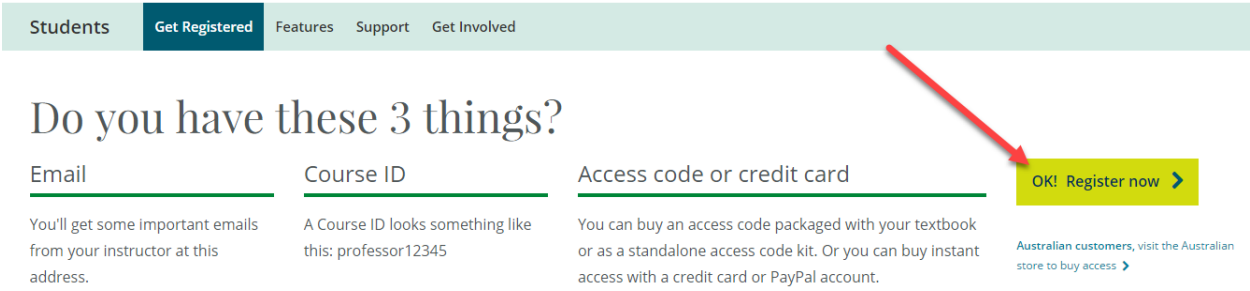
Educators & Administrators >
Results
Features
Training & Support

Students >
Get Registered
Support
More...

Sign In
Already registered? Sign in with your Pearson account.
[Sign in](#)
Forgot username or password?

Register Now
Need access? Start here!
[Student](#)
[Educator](#)

2. On the "Get Registered" page, click **OK! Register Now.**



3. Enter the **Course ID** provided by your instructor.

The course ID usually includes your instructor’s last name and some numbers. *For example:* instructor04298.

4. On the next screen, check that the course and instructor name in the box on the right are correct.

5. If so, you can either:

- Enter your Pearson username and password and click **Sign In**. Do this if you have previously taken a Pearson course, because you already created a Pearson account.

If you can't remember your username or password, **click Forgot your username or password?** to have your account information emailed to you.

- If you KNOW for sure you have never used a Pearson MyLab and Mastering product and have therefore never created a Pearson account, click **Create** to set up a Pearson account.

If you're not sure, click **Not sure if you have an account?** to see a list of Pearson courses that you might have taken.

On the Create an Account page, you enter your account information and choose a username and password in the boxes. Look for tips as you enter this information to help you answer. Click **Create Account**.

Access the course

After you register, you can gain access to your course by either paying online or supplying the access code that was included with your textbook. If you're waiting for financial aid, you can get temporary access for 14 days. During or after the 14-day grace period, you will need to UPGRADE your temporary account to a fully paid account either with an access code or by purchasing one.

Select an Option

Use an Access Code

A prepaid **access code** might come with your textbook or in a separate kit.

Access Code



Use a Credit Card or PayPal

MyOMLab WITH eText in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$105.00 USD

MyOMLab in New Design for Operations Management, Eleventh Edition, by Heizer/Render

\$60.00 USD

Course ID
Taught by
Course e

Not your course ID.

Waiting for financial aid? [Get temporary access without payment for 14 days](#). Use an access code, credit card, or PayPal before May 26, 2014 to stay in your course.



DO NOT CREATE A NEW ACCOUNT when your temporary account expires! If you do, you will have duplicate accounts and your grades will not transfer. You will receive email reminders during the 14-day grace period reminding you to upgrade your account as well as providing a link to do so. You will also see reminders each time you log into your MyLab course.

NOTE: If you don't use an access code, credit card, or PayPal within the 14-day grace period, you will lose access to your online course until you pay.

Use an access code

Click **Access Code** if you have an access code, either bundled with your textbook or as an access code kit sold individually.

Enter your access code, one word in each box, or you can copy your access code and paste it into the first box. Then select **Finish**.

Register

Access Code

Enter a prepaid access code in the boxes, or paste the entire access code into the first box.

Access Code

ABACUS - CANAL - PRIDE - STONY - MOULD - LUCKY **Finish**

ABACUS-CANAL-PRIDE-STONY-MOULD-LUCKY

To use your instructor's MyLab & Mastering course

Use a credit card or PayPal

To use a credit card or PayPal, instead of an access code, click the button for the access you want. See below for examples.

Use a Credit Card or PayPal

Student access for MyAccountingLab with eText for
Pearson's Federal Taxation 2017 Corporations,
30/e OLP

\$119.95 USD

Student access for MyAccountingLab for Pearson's
Federal Taxation 2017 Corporations, 30/e OLP

\$65.00 USD

In this example, you can purchase with or without the eText (integrated online textbook). You can buy the eText separately later, but it costs less to buy the course and the eText together.

On the Payment page, choose either Credit Card or PayPal and enter your payment information.

If you are using a parent's credit card:

- For the billing address, use the address where your parent receives credit card bills.
- Put your name in the Your Name field, not your parent's name, and enter your own email address.

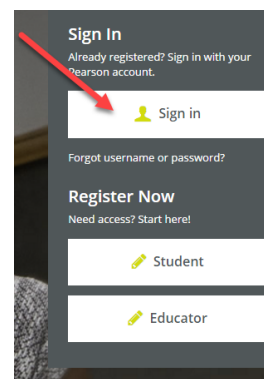
Click **Review** to check your payment information and then submit your order.

Enter your course

Once you have registered for your online course, you can sign in any time.

To enter your course:

1. Go to www.myaccountinglab.com.
2. Click **Sign in**.



3. On the Sign In page, enter your Pearson account username and password and click **Sign in**.

Your “My Courses” page appears and your course is listed there.

4. Click the course title to enter your course and start working.



NOTE: If you are enrolled with temporary access you will see the number of days remaining on this screen in a red text box. Please pay special attention to this information and upgrade using the link provided.

Navigate in your course

When you are working in your course, you can access all the course content using the menu on the left side of the page. The choices on the menu depend on your course and on how your instructor has set up the course. Your course menu will look something like this:

A screenshot of the MyAccountingLab Course Home interface. On the left is a navigation menu with items: My Courses, Course Home (highlighted with a red box), Assignments, Study Plan, Results, Pearson eText, Document Sharing, Multimedia Library, Chapter Resources, TaxACT Software, and Communication Tools. The main content area shows "course master - Section 1" with an "Announcements" link. Below is a calendar for August with a date picker set to August 16th (Wednesday). A "What to Work on Next" section lists: Aug 19 Chapter C:1 Homework, Aug 19 Chapter C:1 Quiz, and Aug 23 Chapter C:2 Homework. A "Next Due" box shows "02 Days 09 Hours". On the right, an "Overall Score" section shows a circular progress indicator for 81.38 Percent, with the text "You have earned 24.41 out of 30 points". Below that is a "Submission Progress" section.

- The **Course Home** has a calendar ribbon and What to Work on Next to show you when your assignments are due. It may look different than the sample above depending on your instructor’s course customizations.
- Clicking on **Assignments** will take you to the assignments area where you will access your HOMEWORK (Do Homework) and/or Quizzes/Tests.
- **Multimedia Library** provides access to a wealth of self-study resources! If this area is available in your course be sure to select the appropriate chapter and explore the resources therein.
- **Study Plan** takes you to your personal Study Plan, where you can identify what material you need to study and practice it.

- **Results** takes you to your Results page, where you can see your scores on your assignments, review previously submitted assignments, and check your overall score in the course.

Use the calendar

If your course has a calendar at the top of the page, it shows your assignments and your instructor's announcements for a full week. Icons in the calendar indicate assignments. You can click on an icon to see information about the assignment and work on it. You can click the arrows on the left and right to move forward and backward by a week. Launch assignments directly from the calendar, and never miss a due date!

What to Work on Next

If your course has a "What to Work on Next" section, it shows your next three assignments that you need to work on. If an assignment has a due date, you see the due date in front of the assignment name. You can click on an assignment name to work on it.

Read Announcements

If your course has an Announcements section, it shows announcements from the publisher (if your instructor allows it) and any announcements posted by your instructor. Under your instructor's announcements, click more to read the complete announcement.

Work in your Study Plan

In most courses, you can use the Study Plan to practice questions that are very similar to the questions you will get in your assignments. If your instructor allows it, you can get help while you practice through the use of the Learning Aids provided.

To access your Study Plan, click Study **Plan** in the left menu.

TO USE THE STUDY PLAN:

1. On the **Study Plan** page, you see recommendations for what to work on next. The recommendations correspond to sections or objectives in your textbook.

If your instructor assigns Study Plan work as a prerequisite for tests or quizzes, the Prerequisites tab will display the study plan for you to complete.

2. Click **Practice** for the first recommended section or objective that you need to work on. If you have not practiced before, the button is green:

Study Plan



Recommendations Progress All Chapters

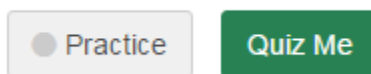
Practice the learning objectives, then take a Quiz Me to prove mastery and earn mastery points (MP).

Recommended learning objectives

- 0.1 How to Enter Answers
- 0.2 Math Review for Accounting
- 2.3 Explain variable costs and fixed costs
- 2.4 Interpret unit costs cautiously
- 2.5 Distinguish inventoriable costs from period costs

Practice working on questions in the player. If your instructor allows it, you can use tutorial learning aids, such as videos and animations, to help you answer.

You can practice as much as you want. After you have answered all the practice questions correctly, the **Quiz Me** button turns green:



When you are ready, click **Quiz Me** for the first recommended section or objective to prove that you have mastered the material.




When you have mastered the material, your Study Plan recommends a new section or objective to work on.

To see how many sections or objectives you have mastered and how many still remain, you can click the Progress tab on the Study Plan page to see a chart that shows the details.

Study Plan

Recommendations **Progress** All Chapters

Learning Objectives:

 Mastery points earned	1/81
 Practiced, not yet mastered	0
 Remaining	80

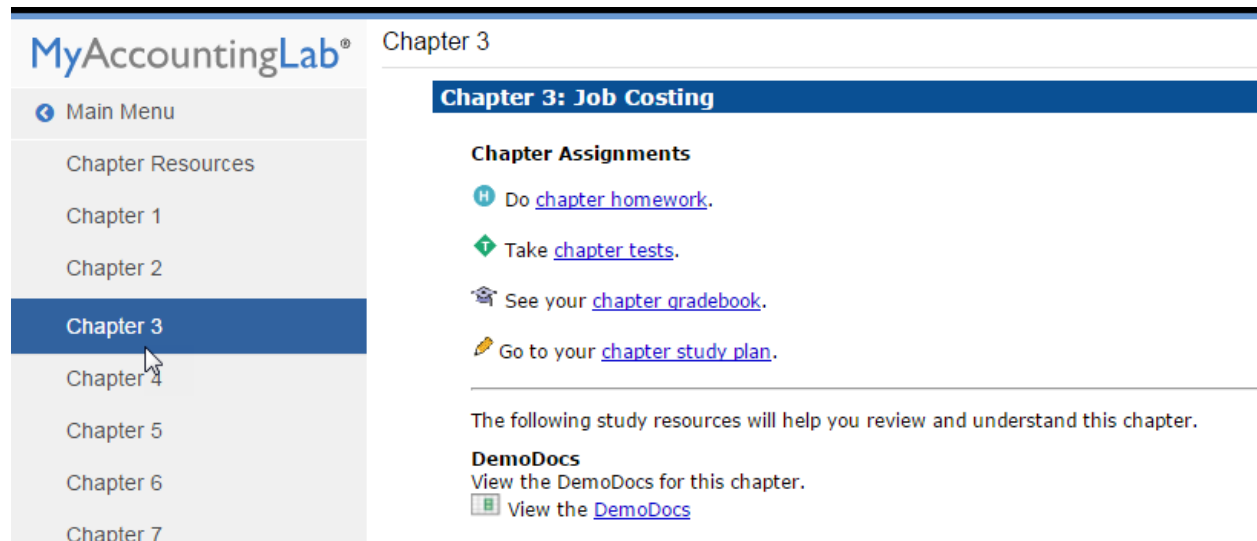
CH 1: Professional Communication in Today's Digital, Social



For more information on how to best utilize the Study Plan, talk to your instructor OR click on the “?” icon in the upper right hand corner of the Study Plan screen.

Chapter Resources

Looking for more resources to help you be successful in your course? Look no further than the Chapter Resources tab. Self-Study assets are organized by chapter in this section of the MyLab. Be sure to select a chapter of interest and explore the various assets available to you there, such as DemoDocs.



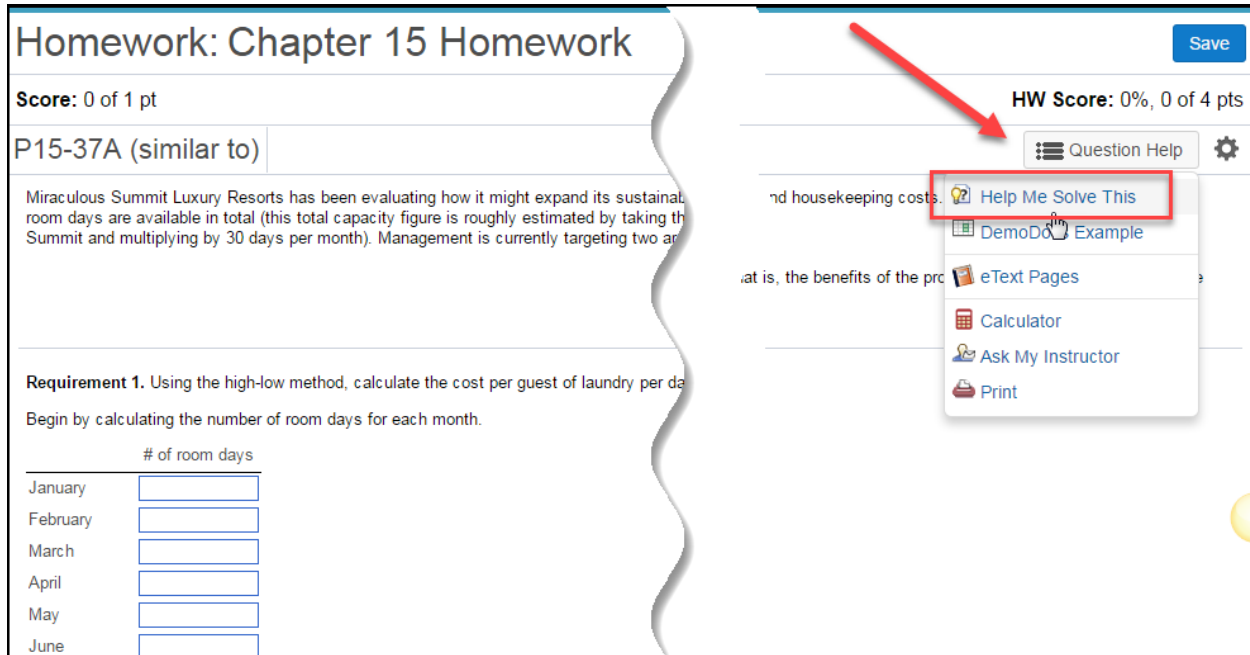
The screenshot shows the MyAccountingLab interface for Chapter 3. On the left is a navigation menu with 'Chapter 3' selected. The main content area is titled 'Chapter 3: Job Costing' and lists chapter assignments: 'Do chapter homework', 'Take chapter tests', 'See your chapter gradebook', and 'Go to your chapter study plan'. Below this, it states 'The following study resources will help you review and understand this chapter.' and lists 'DemoDocs' with a link to 'View the DemoDocs for this chapter.' and 'View the DemoDocs'.

Read the Pearson eText

[Click here](#) to view information about how to effectively use the powerful Pearson eText.

Complete Homework, Quizzes and Tests

[Watch this video](#) on how to complete assignments in MyAccountingLab. As you work through Homework assignments if your instructor has made them available, use the Question Help learning aids to help you! The “Help Me Solve This” aid is a student favorite!



The screenshot shows the MyAccountingLab interface for a homework assignment titled "Homework: Chapter 15 Homework". The score is 0 of 1 pt. The problem ID is P15-37A (similar to). The problem text describes a scenario involving Miraculous Summit Luxury Resorts and asks for the cost per guest of laundry per day using the high-low method. A table is provided for inputting the number of room days for each month from January to June. On the right side, the HW Score is 0%, 0 of 4 pts. A "Question Help" menu is open, showing options: "Help Me Solve This" (highlighted with a red box and a red arrow), "Demo/Example", "eText Pages", "Calculator", "Ask My Instructor", and "Print".

Homework: Chapter 15 Homework

Score: 0 of 1 pt

P15-37A (similar to)

Miraculous Summit Luxury Resorts has been evaluating how it might expand its sustainable room days are available in total (this total capacity figure is roughly estimated by taking the Summit and multiplying by 30 days per month). Management is currently targeting two and housekeeping costs.

Requirement 1. Using the high-low method, calculate the cost per guest of laundry per day. Begin by calculating the number of room days for each month.

	# of room days
January	<input type="text"/>
February	<input type="text"/>
March	<input type="text"/>
April	<input type="text"/>
May	<input type="text"/>
June	<input type="text"/>

HW Score: 0%, 0 of 4 pts

Question Help

- Help Me Solve This
- Demo/Example
- eText Pages
- Calculator
- Ask My Instructor
- Print

Review Results and Completed Assignments

The **Results** page shows your scores on the homework, tests, quizzes, and sample tests. It also shows your results on homework assignments you have started.

Your results are listed in a table. When you first open the Results page, the table shows your assignments submitted in the past two weeks. For each assignment, you can see:

- The name of the assignment. An icon appears next to the assignment name to show the type of assignment: **H** indicates homework, **T** indicates a test, **Q** indicates a quiz, and a **triangle icon** indicates an offline assignment. If an assignment name is grayed out, it does not contribute to your overall score.
- You see a grayed-out asterisk when your instructor changed or omitted your score.

- **Time Spent.** The amount of time you spent working on the assignment. The time is shown as hours and minutes, for example, 1h 12m. If you spent less than a minute on the assignment, it is shown as <1m.
- If you took a test that was interrupted before you submitted it, the word **incomplete** appears in the Time Spent column for that test. Depending on how your instructor set up the test, you can resume or retake an incomplete test.
- **Date Worked.** The date and time when your score was last updated in the Gradebook. For example, the date and time when you submitted a test or when your instructor entered a score for an offline assignment.

Click **Review** to open the player and review the assignment. Some assignments will allow you to re-work the problems as practice. This is a great way to prepare for high stakes quizzes and tests. Review work completed after the due date will not change your grade or your overall score.

The screenshot shows the MyAccountingLab Results page. On the left is a navigation menu with 'Results' highlighted. The main content area displays a circular progress indicator for an overall score of 81.38% (24.4 out of 30 points). Below this are two dropdown menus: 'Entire course to date' and 'All Assignments'. A table below shows the results for 'Chapter C:1 Homework'.

Results from entire course to date.	Correct/Total	Score	Time Spent	Date Worked
Chapter C:1 Homework	3.77/6	62.76%	6m	03/31/16 8:37pm

Above the table of results, you can use one of these options to change the information displayed in the table or get more information:

- **Show Overall Score:** Takes you to the Overall Score page, which shows your class average to date and your average in each Gradebook category. (This option does not appear in all courses.)
- **Past 2 weeks:** Shows your results for the past two weeks. This time period is the default view.
- **Past month:** Shows your results for the past month.
- **Entire course to date:** Shows your results for the whole course.
- **All Assignments:** This dropdown list controls what kinds of assignments are shown in the table. When you first open the Results page, All Assignments is selected, so you see all types of assignments. You use this dropdown list to display only certain types of assignments - for example, select Tests to view only your test results.

Edit personal information

To edit your personal information:

1. Click **Account** in the top-right corner of the MyLab / Mastering courses page.
2. Enter your username and password.
3. Click **Sign In** to open the Pearson Account Profile page.
4. On the **Account Info** tab, you can edit your Account information. On the **Purchase History** tab, your Pearson MyLab and Mastering products and subscriptions are listed.

Change to a different section

You can switch to a different section of your course if you need to change your schedule, are retaking a course, or are using the same textbook for a course delivered over more than one semester.

To change to different section:

1. Go to myaccountinglab.com or pearsonmylabandmastering.com and sign in.
2. On your My Courses page, select **Enroll in a Course** above your course listings.
3. Enter the Course ID for the section you want and select Continue.

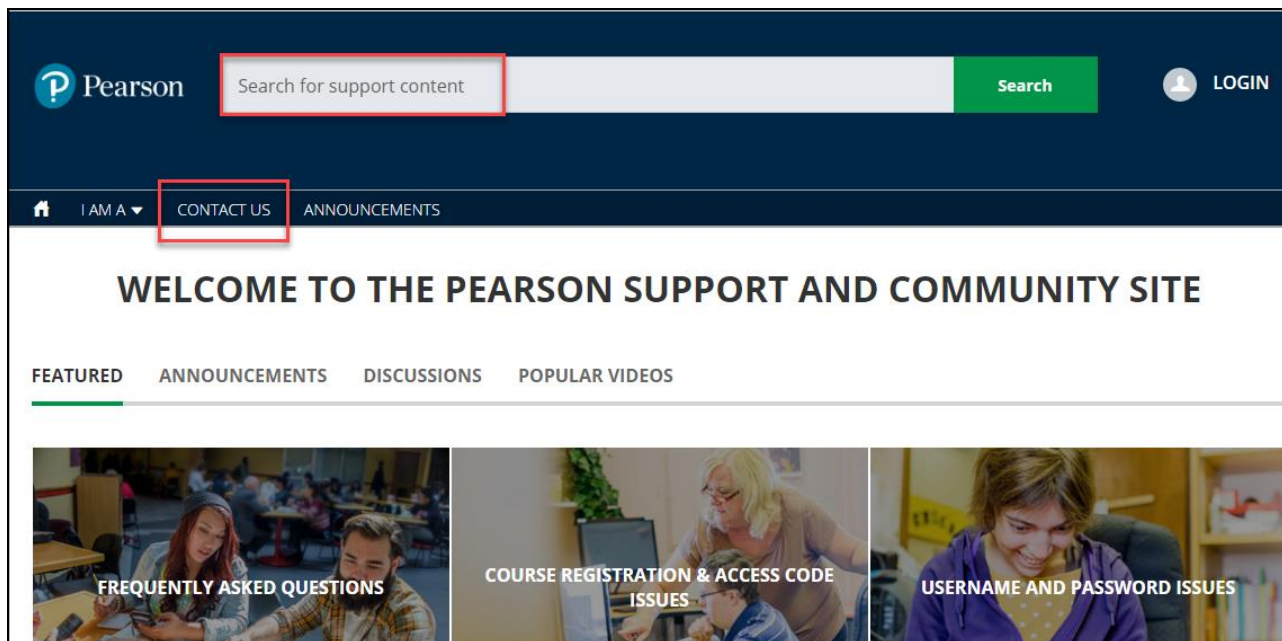
Get more help

If you need help using MyAccountingLab, you have many options:

- To get help on a page you are using, click the help question mark icon **?** at the top right of the page you are on.
- To get general help on the use of the MyLab, click on Help & Support in the upper right-hand corner of the screen.

This website has many useful pages where you can watch tours to learn more about using MyAccountingLab.

- To get **Pearson Technical Support**, go to <https://support.pearson.com/getsupport>
- Here you can conduct a search, initiate a chat with a technical agent, OR find the phone number for your respective product.



NOTE: When you contact support via chat or phone you will be given an INCIDENT ID. Be sure to record this number and pass it along to your instructor if you do not receive a successful resolution to your issue. This enables your instructor to escalate the support issue with Pearson.

Get Involved

We invite college students to speak up and help us imagine, design, and promote exceptional educational products and services for the advancement of learning today and for generations to come.

Share your success to win

How has MyLab & Mastering helped you? [Share your story](#) and you'll be entered into a drawing to win an iPad Mini.

Join our team

Help fellow students. Expand your resume. Get paid! Apply to become a Campus Ambassador, a Free Agent, a summer Intern, and more. Visit [PearsonStudents.com](#)

Visit us on [Facebook](#) for student-friendly giveaways, promotions, laughs, college tips, curious facts, and more.