



## Student Installation & Set-up Guide

### Step 1: Install the Software

- 1 Place CD1 in the CD-ROM Drive. Installation should begin automatically.
- 2 A prompt to enter the Hawkes Learning Systems Course ID will appear.
  - **If connected to the internet**, select **Yes the Course ID is** & enter **CourseID**
  - **If not connected to the internet**, select **No, I will not be accessing an online progress report from this computer**


### Step 2: Get Your Access Code

- 1 To get your access code:
  - Go to [www.hawkeslearning.com](http://www.hawkeslearning.com) & select [get your access code](#)
  - When in the software, select [I need an access code...](#)
- 2 Select the option to [Register](#)
- 3 Fill out the form, including the 15-digit license number from the yellow sticker on the CD sleeve.
- 4 Click [Submit](#), & your Access Code will appear. An e-mail containing the Access Code as an attachment (.cod file) will also be sent. Save this file to a portable device (i.e. USB memory stick, floppy disk).

### Need help getting started in the software?

Watch a quick video. After installing the CD, go to [Help](#) then [Product Tour](#).

### Step 3: Start the Software

- 1 Double-click the purple diamond icon  on the desktop.
- 2 Enter your Access Code one of the following ways:
  - **Copy** the code & then **Paste** it into the box. To avoid typing it in each time, select [Save Your Access Code](#)
  - From the e-mail containing your Access Code, save the .cod file to a portable device (i.e. USB memory stick, floppy disk). When prompted for the Access Code, click the [Load from file](#) option & load the saved .cod file.

### Step 4: Enroll in Your Class

- 1 If connected to the internet & the Course ID was entered during installation, a prompt to [Select your Instructor & Section name](#) will appear
- 2 Otherwise:
  - Go to [www.hawkeslearning.com/CourseID](http://www.hawkeslearning.com/CourseID)
  - Enter your Access Code
  - Choose your instructor's name & course section

### Step 5: Complete Assignments

The Certify mode is where assignments are completed.

- 1 Once you have certified in a lesson, a certification code will appear. Save this code.
  - **If connected to the internet**, you will receive the following message:  
[Successfully uploaded your Certification information](#)
  - **If not connected to the internet**, you will need to manually submit the certification code. Follow these instructions:
    - [Save](#) the certification code to a portable device
    - From a computer with internet access, go to [www.hawkeslearning.com/CourseID](http://www.hawkeslearning.com/CourseID)
    - Enter your Access Code
    - Select the [Submit Certificate\(s\)](#) tab
    - [Browse](#) to the location the certification code was saved
    - Click [Submit Certificate](#)

Be sure to submit the certification code **ON** or **BEFORE** the due date to receive **FULL** credit

### Contact Us

Visit our website

- [www.hawkeslearning.com/support](http://www.hawkeslearning.com/support)

E-mail Technical Support

- [support@hawkeslearning.com](mailto:support@hawkeslearning.com)