

Enrolling a Clicker via CPSOnline

Note: Follow this process **ONLY if your instructor told you to register through CPSOnline**. Most SDSU faculty use Blackboard, not CPSOnline. If you are unsure, check with your instructor first.

1. Go to www.einstruction.com.
2. Click on the Students link at the top left of the window.
3. Select "San Diego State University" from the drop-down menu.
4. Click Choose Site.

If you already have a CPSOnline account (because you already have registered your clicker for another class, either through Blackboard or CPSOnline), under **Have you used CPSOnline before?** click the link to sign in. After entering your CPS username and password, click the Sign In button. On the next screen, click the Enroll in a Class link from the middle of the bottom row of links. To continue, skip down to the instructions to Enroll in a Class.

Otherwise, you first need to create a CPSOnline account.

Creating a CPSOnline Account

(only do this if you have never registered your clicker for another class)

1. Under **Are you new to CPSOnline?**, enter your serial number in the space provided. You can find your serial number on your LCD screen when you turn on your clicker (press and hold the power button when the clicker is off in order to keep your serial number on the screen).
2. Click Create Your Account.
3. Create a CPSOnline Username and Password, fill in your contact information, and confirm the serial number for your clicker. Click Submit to create your account.
4. You've now created a CPSOnline account. You can use your CPSOnline username and password to login anytime to CPSOnline. Now you can enroll your pad in your first class - do so by clicking the Yes button to enroll immediately in a class.

Enroll in a Class

1. Enter your Class Key in the space provided. Your instructor should have given this to you. If you are unsure about this, contact your instructor.
2. Make sure that your clicker serial number is correct (press and hold the power button when the clicker is off in order to keep your serial number on the screen).
3. Enter your SDSU Red ID in the Student ID box.
4. **CRITICAL:** If this is the first class in which you are registering a clicker, enter your enrollment/registration code in the Code box. This code should have come with your clicker when you bought it in the bookstore. **If you do not enter this code, you may be asked to pay additional fees, UNLESS you have already registered your clicker for another class, in which case you do not need to re-enter this code (and doing so will probably result in an error message that the code is already in use).**
5. Click Next.
6. Once you have finished enrolling in all of your classes, click Log Out to ensure that CPSOnline properly records your information. You are done!