Community College of Philadelphia

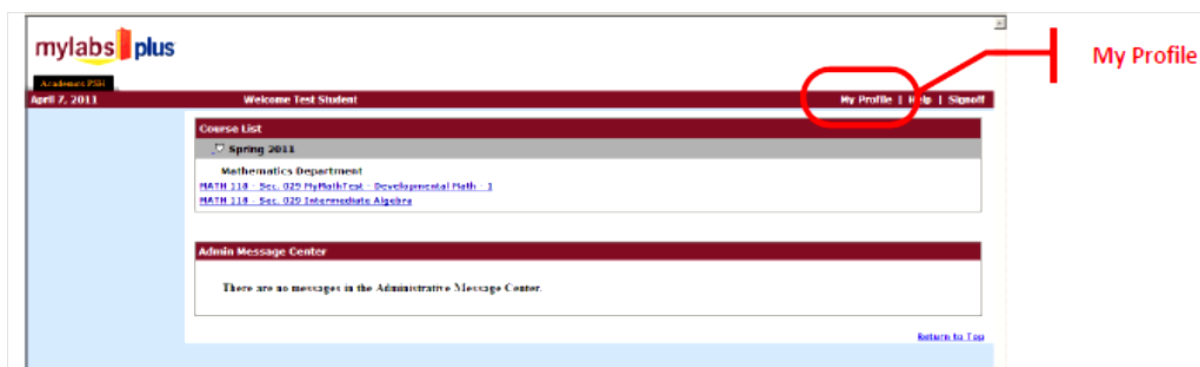# Math 017 MyLabsPlus Student Instruction

To access your MyLabsPlus account:

1. Using Internet Explorer as your browser, go to http://ccp.mylabsplus.com.

2. In the Log In space, enter your CCP student ID, J number – use an upper case J.

3. In the Password space, enter the word "*password*" as a temporary password.

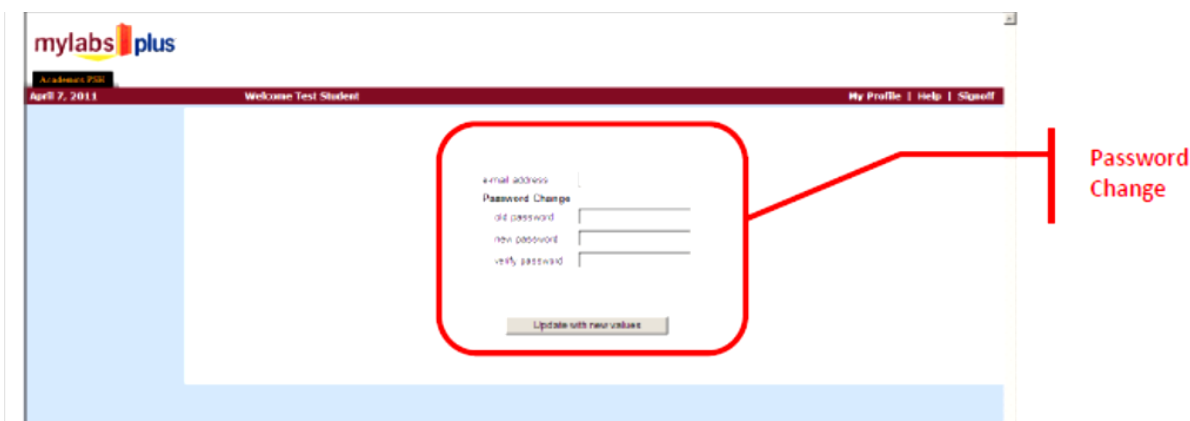4. Click on [Log In] tap.

5. At the Welcome Screen, find and click on [My Profile] in the upper right corner.

6. In the Old Password space, enter the word "*password*".

7. Create and Verify a New Password for your account. Passwords are case sensitive.

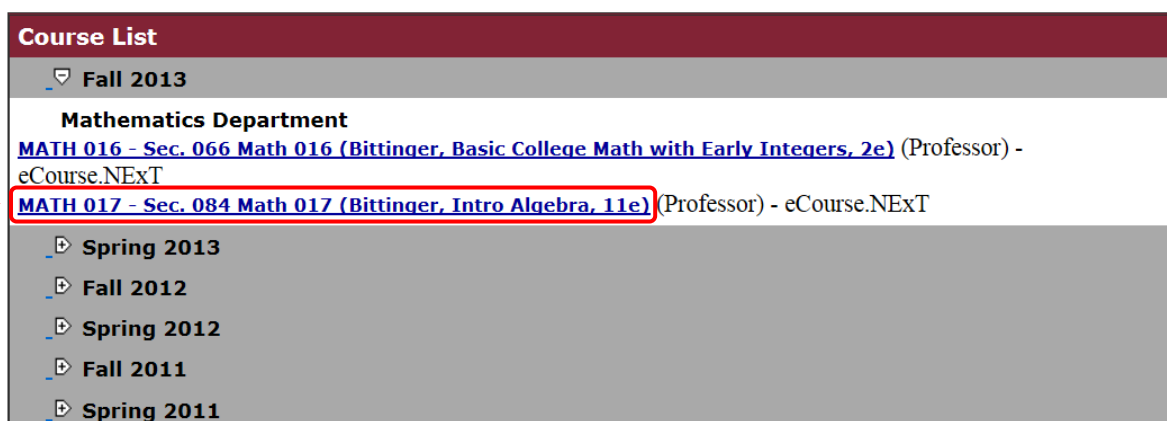8. Click [Update with New Values].

9. Click [Sign off] in the upper right corner and relog in as following.
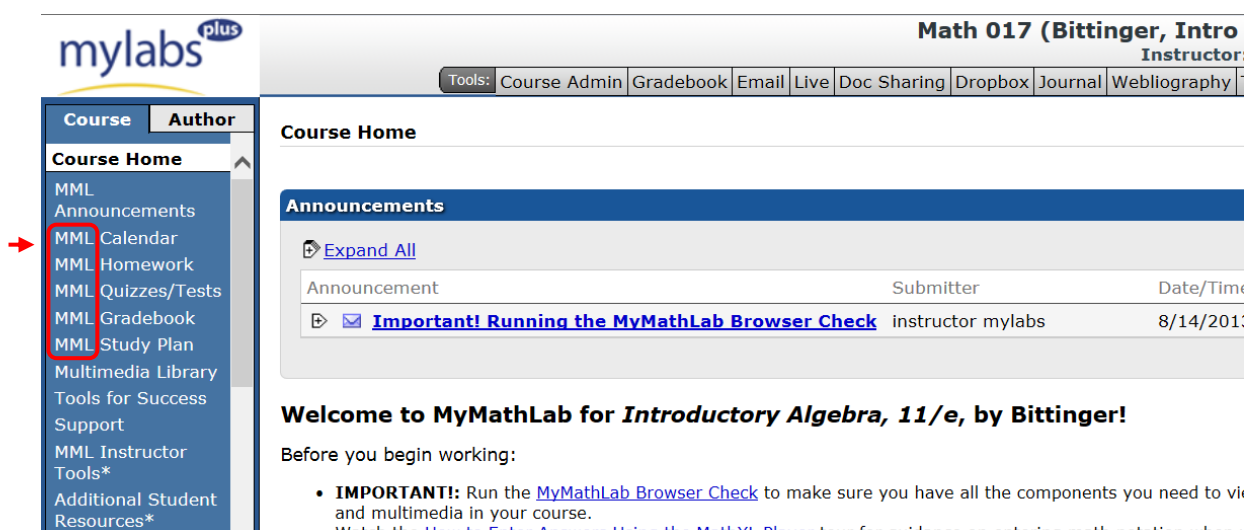
10. Enter your user id (CCP Student ID with the upper case J) and NEW Password.

11. Click on [Log In].

12. Click on Math 017 (your appropriate section number will be listed as well)

13. Click on one of the buttons on the left labeled MML.

14. You will see the Licensing agreement, scroll to the bottom and click on: I Accept.

15. You will be prompted for an access code, click on Access Code and enter the access
     code packaged with your Textbook.
    (1) The Access code looks like this:
        HSEMSA-QUIPU-PRAYS-ADMAN-TANIS-MOLES
    (2) If you have not purchased a new required package with the access code and do not
        have an access code yet, you can use access code for the temporary access: click
        on "*temporary access*" icon on the Course Home of your course in MylabsPlus.

The temporary access code will allow you temporary access to your assignments and course
materials. **You will be permitted temporary access for *the first twenty-one days of your
course*.**

At the end of that time, you will be prompted again for a new access code. You will need to
purchase your access code with your book from the bookstore or purchase an access code
on-line (click on Buy Access Now) and enter the code that you purchased at that time.

**Once you have successfully entered your permanent Access Code you purchased with
the book or on-line, you will not need it again. You will have full access to all the on
line materials for your course.**

**You can use access code only once. If you started the process of enrolling but were
unable to complete it, you have to contact tech support immediately. (See "support"
icon on the Course Home page in MyLabsPlus). *Make sure to write down an incident
number each time you contacted tech support.***