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## Instructor Access Information

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### How do I request an access code?

Before you can start working in any of the Pearson Business Publishing mylabs, you need to obtain an instructor access code and register. To obtain an access code, please complete the following steps:

- a. Go to the correct web site for your MyLab:

[www.mymanagementlab.com](http://www.mymanagementlab.com)

[www.mypearsonmarketinglab.com](http://www.mypearsonmarketinglab.com)

[www.mystratlab.com](http://www.mystratlab.com)

- b. On the home page, in the Don't have an access code box, click the "Learn now to obtain one" link .

A rectangular button with a light blue border and a white background. The text inside is "Don't have an access code?" in a bold, dark blue font, followed by "Learn how to obtain one &gt;" in a smaller, dark blue font.

- c. Under Instructors, click the "you can request one here." link.

A blue rectangular button with the word "Instructors" written in white, sans-serif font.

**If you do not have an instructor access code, [you can request one here.](#)**

- d. Choose what type of customer you are.
- e. Follow the on-screen instructions to enter your email address and then re-enter your email address.
- f. Click the Yes, Agree to Terms option buttons to indicate you accept the Terms of Use.

If you're already in our customer database, you'll receive an access code via email, usually within minutes!

If you're not in our customer database, we'll ask you where you teach and then manually verify your employment there and send you an access code within four to five days.

After you receive your access code, follow the instructions below to redeem it and you can register and begin building courses.

**Note:** Instructor access codes are non-transferable and are valid only for a single redemption. You cannot share an access code with someone else. Instead, encourage your colleagues to request their own access codes at no charge and with no obligation.

## How do I redeem my access code and register?


Redeeming your access code is easy! Simply go to the correct login url for your lab:


[www.mymanagementlab.com](http://www.mymanagementlab.com)

[www.mypearsonmarketinglab.com](http://www.mypearsonmarketinglab.com)

[www.mystratlab.com](http://www.mystratlab.com)



- Click the Instructors button under First-Time Users.
- Click  to accept the License agreement.
- Under Do you have a Pearson Education account, click Yes and then enter your login name and password. In the Access Code area, enter your instructor access code.

Do you have a Pearson Education account? 

Yes 

No

Not Sure

Access Code 

Enter your access code.

\* Access Code 

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[Switch to a single box for pasting your access code](#)

**Example**  
SIMPLE-FRILL-TONLE-WEIRS-CHOIR-FLEES

- Follow the on-screen instructors to complete the steps in the registration process.

## How do I login after I have registered?

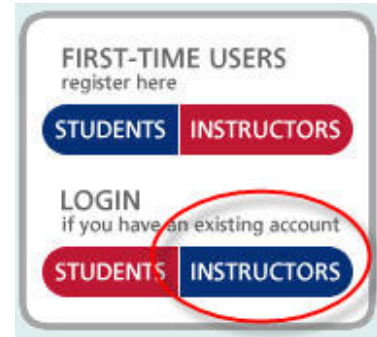
To login after you have registered simply go to the correct login url for your lab:

[www.mymanagementlab.com](http://www.mymanagementlab.com)

[www.mypearsonmarketinglab.com](http://www.mypearsonmarketinglab.com)

[www.mystratlab.com](http://www.mystratlab.com)

- Click the Instructors button under Login if you have an existing account.
- Enter the login name and password you created in the previous steps. Click the Login button.

A screenshot of a login form titled "Enter Your Login Name and Password". It has two input fields: "Login Name" and "Password", each with a red asterisk on the right. Below the fields is a "Login" button and a link that says "Forgot your Login Name or Password?". At the bottom, there is a link that says "Click here to register" with a small person icon.

## How do I create a course for my students after I am logged in?

To add a course to your account, follow these simple steps:

- Search the course catalog for available courses available. You can search by textbook title, author or ISBN or by discipline.
- To view all courses available in MyMarketingLab or MyManagementLab, click the Search by Discipline option button and then click Marketing or Management in the Select a Discipline list.
- Click the Search button.
- After you have found the course that accompanies your textbook click the Select Course button.
- Enter a name, start date, end date, and description for your course. Click the Create Course button.

A screenshot of a page titled "Search Catalog and Create Course". It contains a search box with the placeholder text "Author, Title or ISBN, Program Name". Below the search box are three radio buttons: "Search By Textbook" (selected), "Search By Discipline", and "Browse". At the bottom right is a "Search" button.

### Course Information

Name\*

Start date\*   End date\*

Description

\* Required Field



Create Course Cancel

- f. The course will appear on your My Courses home page, indicating it is being prepared and will be available soon.
- g. After you have clicked Create Course, you will be sent an email confirming your course information and unique **CourseID**. *You must give your students this CourseID in order for them to enroll in your course.*

The Course ID for each course is located below the course name in your My Courses list.

