

HOW TO PURCHASE SIMNET AND REGISTER ON THE SIMNET WEBPAGE

--Please print this document and follow the steps--
You will only perform these document steps ONCE

- In order to use the SimNet website, you must purchase and register your SimNet account.
- There is a different SimNet registration process depending on whether you purchase SimNet online or purchase through the De Anza College bookstore.
 - You can purchase SimNet online (Registration Option 1 below). The cost is approximately \$65-\$85, and you must have a credit card or Paypal account.
 - You can purchase SimNet through the bookstore (Registration Option 2 below), but it will be more expensive. **To purchase at the bookstore, you must go to the information counter and ask for the CIS 4 SimNet access code. (If you are a financial aid student, and haven't received funding yet, you can start your course with a 21-day trial period if you chose option 2 below).**

CHOOSE ONE OF THE FOLLOWING PURCHASE & REGISTRATION OPTIONS:

- REGISTRATION OPTION 1: For those who would like to purchase and register for SimNet online (Follows steps below on pages **1-5 only**).
- REGISTRATION OPTION 2: For those who already purchased the SimNet registration code at the De Anza bookstore (Follows steps starting on **page 6**).

REGISTRATION OPTION 1 (Purchase SimNet Online)

For those who would like to purchase and register for SimNet online. The following steps will guide you through the SimNet course registration process.

1. From the SimNet log-in page (<http://deanza.SimNetonline.com>), click the **I Want to Buy Online Now** button as shown below.



2. The next screen asks you to confirm the school that you attend—DEANZA COLLEGE. Select the **Yes** radio button and click **No** to confirm that you do not already have a SimNet username and account. Then click **Next** to continue.

(Note: If you already have a SimNet username and password, please log in to SimNet and enter your registration code in the space provided on the *My SimNet* tab. Continuing through the self-registration process will result in a duplicate account.)

Do you attend De Anza College?

Yes No

Do you already have a SIMnet Online username?

Yes No

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- On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.

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- Click the name of the SimNet class for the quarter that you have enrolled i.e. Linda West or Mark Sherby – (Computer Literacy) CIS 4, and then click **Next**.

Select the class you are enrolled in. If you can't find the class you need, do not select a class. You can modify your enrollment after registration from Profile section. Click Next to continue.

Campus: All

Class Name	Section Name
Linda West, Computer Literacy	11 Weeks
Mark Sherby - (Computer Literacy) CIS 93	11 Weeks

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Click to select the correct **INSTRUCTOR** name **AND** **QUARTER** for the Computer Literacy class you are enrolled, then click "Next".

- If necessary, select **SimNet for Office 2010 - Office Suite** (which includes Computer Literacy), and then click **Next**. (see below)

- Enter your SimNet registration information, and then click the **Next** button. All the information must be entered before you can complete the registration and purchase process.

- Next, select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click **Next**.

- 7a. If you selected a credit card, the next screen will ask for your credit card and billing information. Enter your information, and then click the **Pay** button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**

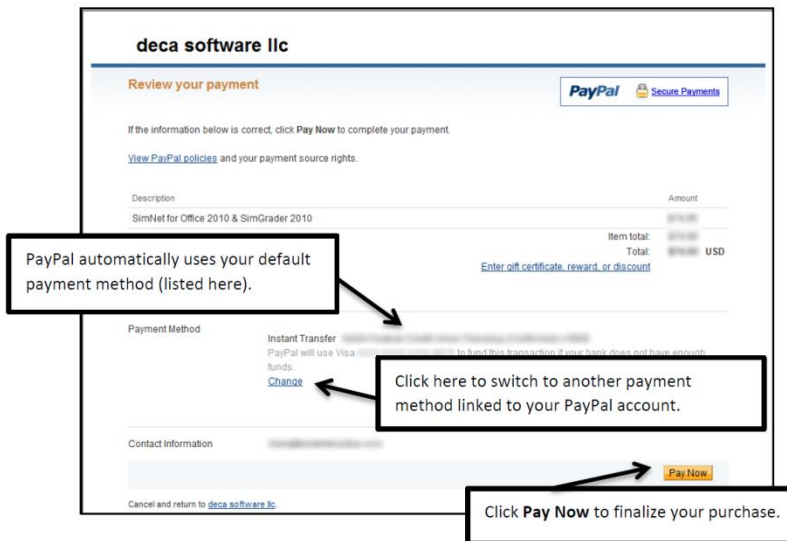
The screenshot shows the 'Payment' step of a purchase process. On the left, 'Order Details' lists the product as 'SimNet for Office 2013 & SimGrader 2010' with a total of \$0.00. On the right, the 'Billing Address' section contains fields for First Name, Last Name, Address, Additional Address, ZIP, City, Country, and State/Province. A callout box highlights this section with the instruction: 'Enter your credit card and billing address information on this page. The billing address must match the address your credit card company has on file.' Below the address fields is a 'Payment Method' section with a dropdown menu set to 'American Express' and fields for Card Number, Security Code, and Expire Date. A 'Pay' button is located at the bottom right.

- 7b. If you selected PayPal, you will see a PayPal log in screen.

Enter your PayPal username and password, and click **Log In**. The SimNet system does not keep or track your PayPal log in information.

The screenshot shows the PayPal checkout page for deca software llc. It features a 'Log in to PayPal' form with fields for Email and Password, and a 'Log in' button. Several callout boxes provide instructions: one points to the merchant name 'deca software llc' with the text 'deca software llc is the company that processes payments for SimNet Online purchases.'; another points to the login form with 'Enter your PayPal log in information here.'; a third points to the 'continue checkout' link with 'If you do not have a PayPal account, click this link to create a new PayPal account.'; and a fourth points to the 'Cancel and return to deca software llc' link with 'Click this link to cancel, and return to SimNet to select another payment option.'

- 7c. Confirm your PayPal payment information, and then click **Pay Now**.



- The next page confirms your purchase and SimNet registration. The system will also send you a receipt via email (using the email address you entered as part of your SimNet registration).

You will not receive a registration code – your account is created automatically for you. Click the **Return to SimNet** button.



- You have now completed your registration. Follow the steps below to start and navigate your SimNet course.

DIRECTIONS ON HOW TO START AND NAVIGATE YOUR SIMNET COURSE

Click this link <http://www.deanza.edu/faculty/westlinda/pdf/begin4.pdf> to learn how to begin and navigate your SimNet course.

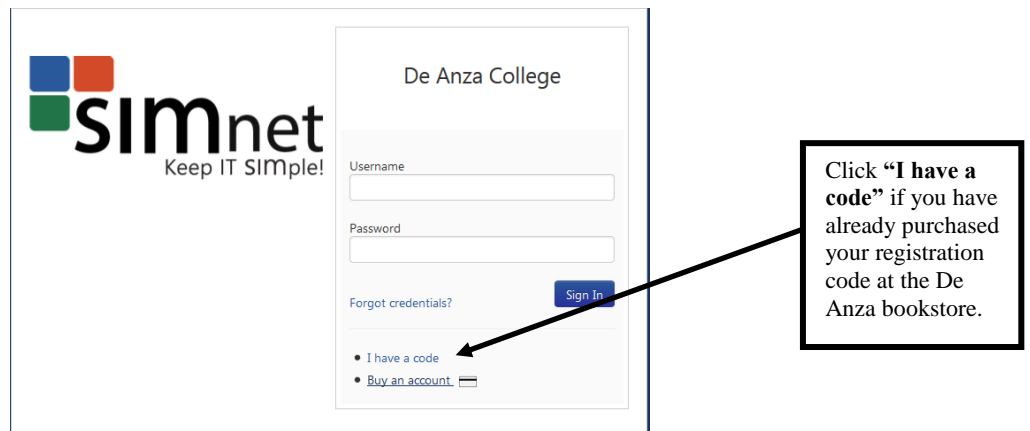
REGISTRATION OPTION 2 (If Purchase SimNet through De Anza Bookstore)

Important Note: If you have already completed the “Registration Option 1” procedure shown in the previous section, do not complete the “Registration Option 2” steps below! Instead you should now follow the instructions on the following link

(<http://www.deanza.edu/faculty/westlinda/pdf/begin4.pdf>) to begin your course.

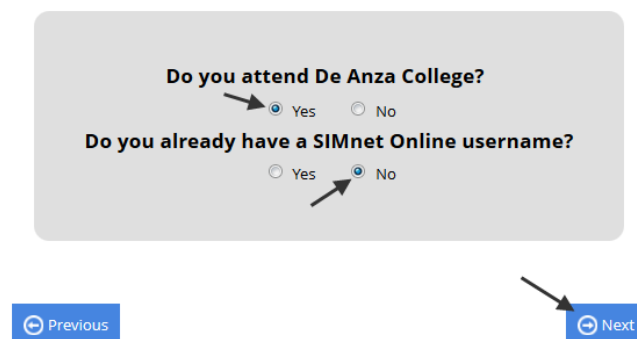
□ OPTION 2 For those students who already purchased the registration code at the De Anza College bookstore.

1. Log into the <http://deanza.SimNetonline.com> web site.
2. From the SimNet log-in page, click the **I Have a Code** button.

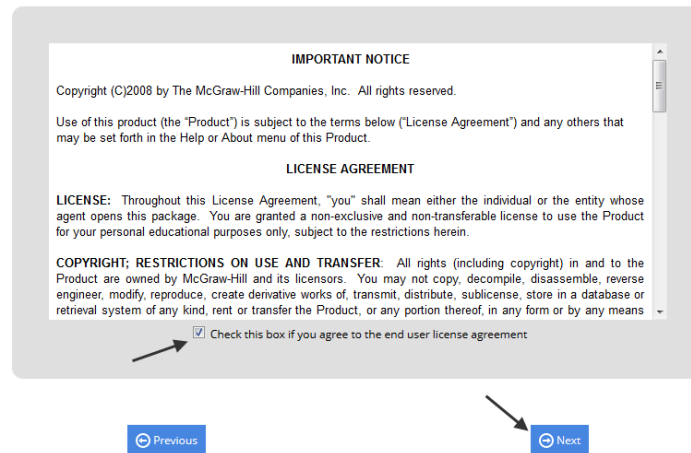


2. The next screen asks you to confirm the school that you attend—DEANZA COLLEGE. Select the **Yes** radio button and click **No** to confirm that you do not already have a SimNet username and account. Then click **Next** to continue.

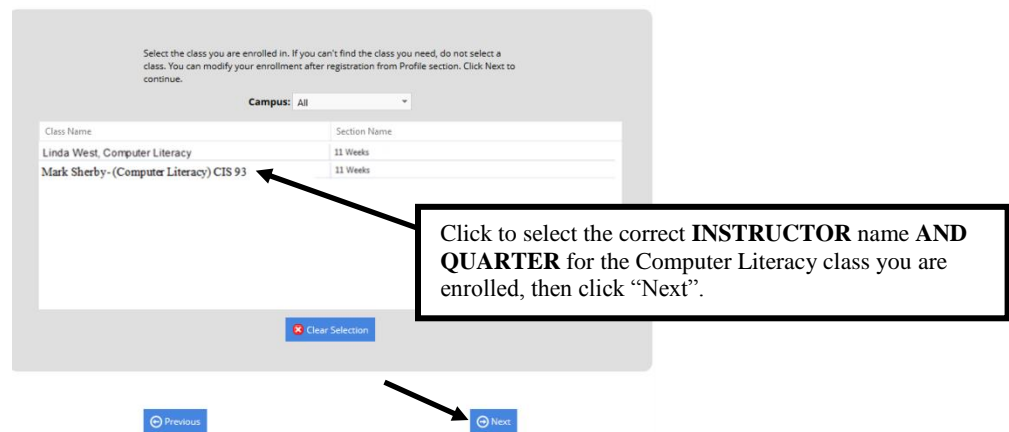
(Note: If you already have a SimNet username and password, please log in to SimNet and enter your registration code in the space provided on the *My SimNet* tab. Continuing through the self-registration process will result in a duplicate account.)



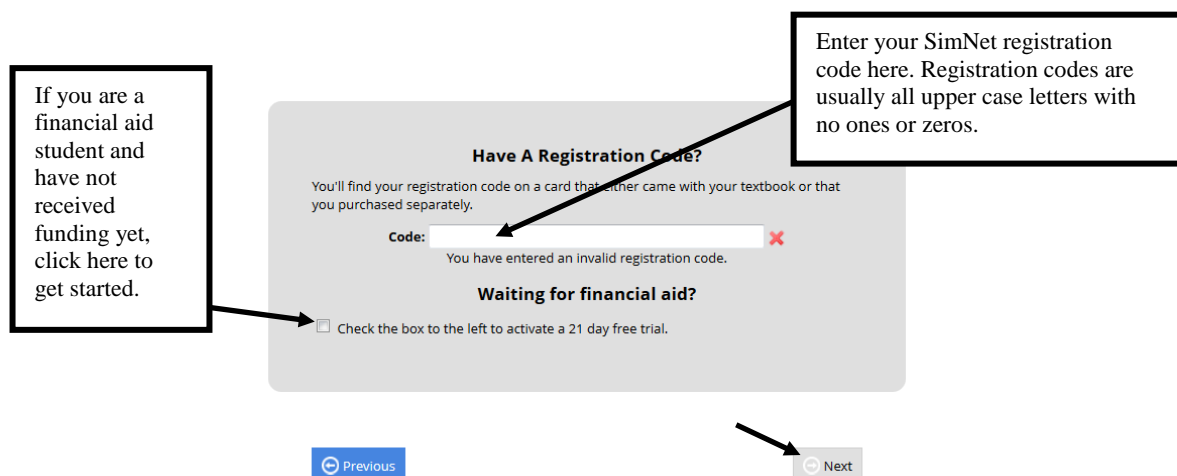
- On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.



- Click **"Your instructor's name, COMPUTER LITERACY"** for the **quarter** you are enrolled, and then click **Next**.



- Enter your **registration code** in the space provided from the packet you purchased at the bookstore, and then click **Next**. (If you have questions about the 21-day free trial, contact SimNet technical support).



IMPORTANT: If you use the 21-day free trial, I cannot see you in my Gradebook. YOU MUST PURCHASE THE ACTUAL SOFTWARE BEFORE SUNDAY OF THE FIRST WEEK OF SCHOOL OR YOU WILL BE DROPPED.

6. Enter your SimNet registration information, and then click the **Next** button. All the information must be entered before you can complete registration.

Enter the following information and click Next to select your SimNet Login Information:

Personal Information

Enter your first and last names here. This is how your name will appear in the SimNet gradebook and reports.

First Name: ✓

Last Name: ✓

Be sure to enter your De Anza Student ID here.

Student ID: ✓

Enter your email address

Email: ✗
* Email is required

Login Information

Remember that your instructor will see your username in the gradebook and SimNet reports. Use something appropriate and easy for you to remember.

Username: ✓

Password: ✓

Confirm Password: ✓

Passwords are case sensitive.

7. The final page confirms your registration information. If this information is correct, your registration is complete. You can throw away the registration code, as it is only good for a single registration. Click the **Finish** button to return to the main page.

You have successfully completed SimNet Online registration.
Click Finish to login and begin using SimNet Online.

First Name:	Mary
Last Name:	Washington
Email:	mwashington@madinteractive.com
Student ID:	mwash12345678
Username:	marywash
Registration Code:	3H5GTAZ5487EYK23H

Click here to return to the SimNet log in page where you can enter your username and password to begin using the program.

8. You have now completed your registration. Follow the steps below to start and navigate your SimNet course.

DIRECTIONS ON HOW TO BEGIN AND NAVIGATE YOUR SIMNET COURSE

Click this link (<http://www.deanza.edu/faculty/westlinda/pdf/begin4.pdf>) to learn how to begin and navigate your SimNet course.