



Classzone.com/eServices Quick Start Guide

Activating eServices

Step 1: When you're ready to get started, go to <http://www.classzone.com/eservices>

Step 2: Enter the activation code you received in the Activation Code field on the left half of the screen and then click the Submit button. You'll use this Activation Code only this one time.

Step 3: Now you need to either create an account or sign in.

If this is your first visit, click the **Register** button on the left half of the screen and then move on to Step 4.

If you've been here before, just enter your **Username** and **Password** in the fields on the right half of the screen; click the **Sign In** button, and then skip to Step 6.

Step 4: To create an account, you'll need to tell us a little about yourself. Please note that all fields must be completed.

- Enter your **Title, First Name, Last Name, E-mail address, and Zip Code**.
- Provide a **Username** and **Password** and enter them in the appropriate fields.

Please note that the Username and Password each need to be at least six characters long and cannot include any spaces. For example, "Chris" would not work as a Username, but "ChrisJ" would.

- Enter the exact same password in the **Re-enter Password** field.
- Choose a **Secret Question** and enter **Your Answer**. Be sure to remember your answer. If you forget your password in the future, we'll ask you this question, and if you answer right; we'll help you create a new password.
- Finally, click the **Submit** button. If all fields have been correctly completed, you'll move on. However, if there are any errors, you'll be asked to correct the problems.



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Step 5: Review the Username and Password you just created. From now on, you'll use this Username and Password to access your eServices, *so be sure to write down this information and store it in a safe place.* Click the **Next** button.

Step 6: Review the eServices that have been given to you and then click the Activate button.

Giving eServices to Faculty and Staff

Great! You've activated your eServices and now you're ready to pass them out to your faculty and staff. Our eServices assistant will walk you through the process of giving eServices to new faculty and staff

Step 1: If you've just activated your eServices; click the **Get Started** link on your homepage. Select **Give eServices to Faculty and Staff** and then click the **Next** button. If you just signed in, click **Give eServices to Faculty and Staff** and then click the **Next** button.

Step 2: Enter the **First Name, Last Name** and **E-mail** address of the faculty & staff member. Look for the member's school in the institution drop down menu. If it is listed, select it and then click the **Next** button. If their institution is not listed, select **Other** and then click the **Next** button. Enter the zip code for the member's institution and then click **Next**. Again, look for the member's school in the institution drop down menu. If it is listed, select it and then click the **Next** button. If their institution is not listed, select **Not Listed** and then click the **Next** button.

Step 3: If you want this member to be able to give eServices to other faculty and staff, select **Yes** and then click the **Next** button. If you want this person to be able to give eServices only to classes, not to other faculty and staff, select **No** and then click the **Next** button.

Step 4: Select the specific eServices that you want to give to this faculty & staff member. Remember to give them all applicable eServices for each class they will be teaching. This includes the eEdition and eTest Plus Online for their students and the EasyPlanner Plus Online for the member. You can also always give additional eServices to this member at a later time if needed.

Step 5: Review what you've done so far. Make sure the member's name, e-mail address, and institution are correct, and be sure you gave the member the right eServices. If all the information is correct, click the **Confirm** button. If any information is incorrect, click the **Previous** button to go back and make changes.



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Step 6: The eServices Assistant now shows you the unique Activation Code that this member will eventually use one time to activate their eServices. You will need to notify the member to use the Activation Code to retrieve his or her eServices. Please review the different ways you can send instructions to the member and then click the **Next** button. (You can print instructions, e-mail instructions, or download a PowerPoint presentation to show).

Step 7: You've now finished giving eServices to this faculty & staff member. If you want to continue giving eServices to other faculty & staff, select **Give eServices to Another Faculty & Staff Member** and click the **Next** button. If you are done giving eServices to your faculty & staff, select **Go to Your Homepage** and click the **Next** button.