

## SPAN 2002 C Instructions for Quia Centro Registration

Your instructor, Israel Cano, invites you to enroll in the following course.

**Course:** SPAN 2002 - Summer 2011 - Session III

**Code:** CHF737

**Books:** Puntos de partida: An Invitation to Spanish (Digital Edition), 8th Edition

Puntos de partida: Online Workbook, 8th Edition

Puntos de partida: Online Laboratory Manual, 8th Edition

### CREATING A CENTRO ACCOUNT

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to <http://www.mhcentro.com> and click **Create an account**.
2. Select a username and password and enter your information, then click **Submit**.

**Note:** Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

### ENTERING THE BOOK KEY AND COURSE CODE

Enter the book key and course code to complete the enrollment process. You may already have a book key, or you may need to purchase a book key. Depending on your situation, use one of the procedures below. If you activated the book for a previous course, you can start at step 4 of *I already have a book key* below.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the **Enter** field and click **Go**.

**Note:** Book keys can only be used once. Your book key will become invalid after you use it.

#### I already have a book key

1. Go to <http://www.mhcentro.com> and log in.
2. At the top of the page, enter your book key and click **Go**.
3. Click **Confirm** to confirm your registration information. Your book will appear under the **My books** heading.
4. Beside the book listing, enter the course code CHF737 in the **Enter course code** field and click **Go**.
5. If necessary, select a class or section and click **Submit**.

#### I need to purchase a book key

1. Go to <http://www.mhcentro.com> and log in.
2. At the top of the page, enter the course code CHF737 and click **Go**.
3. If necessary, select a class or section and click **Submit**. The course and books will appear under the **My classes** heading.
4. Locate the book and click **buy**.
5. Proceed through the purchase process.

**Note:** If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

### USING CENTRO

To access your Student Workstation in the future, go to <http://www.mhcentro.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Centro Support at <http://www.mhcentro.com/support.html>