CoursePort Instructions for the CSA152 classes:

To create your CoursePort Account to access the online assignments for this class:
1. If you are working in the lab, double-click on the Internet Explorer icon on the desktop to open the browser and access the internet. (If you are working at home, you need to open your Internet Explorer browser software. Note: If you are using a dial-up connection, you will need to follow whatever your specific instructions are to log into your account.)
2. Click in the Address bar and type the following URL in to access the class web page and the press the Enter key on your keyboard: http://dtc.pima.edu/~tarnett/csa152.htm
3. After the CSA152 class web page opens, scroll down until you see the Click Here for CoursePort hyperlink and then click on that link.
4. After the CoursePort web site opens, click on the New User Registration hyperlink.
5. The New User Registration page should open (see picture below):
6. Click inside the Username textbox and type in the required information then click in the Password textbox or press the Tab key to move to the Password textbox and type in the password you want to use. Continue filling out the required information for the rest of the fields (see a. – d. below) on the New User Registration web page and write your information down in the space below:
   Username:_________________________ & Password:____________________________
   a. NOTE: Do NOT lose this syllabus, it is YOUR RESPONSIBILITY to remember your Username and Password. I CANNOT retrieve forgotten Usernames or Passwords.
   b. If you do not have a valid email address, you can make up a fake one. After you create your hotmail account in Tutorial 2, you can go back into your CoursePort account and edit it to list your new email address.
   c. In the School field, type: Pima Community College
   d. If you have a nickname, type it in the Nickname: field otherwise just type your first name in again.
7. After you have all the correct information typed into the fields, click on the Continue button.
8. The next screen should read Registration Successful and then show your Login Information below it. NOTE: If you do not get a Registration Successful page, CoursePort will indicate what fields need to be changed or corrected to create your account.
9. Read over the Login Information to see if any corrections need to be made, if it is fine click on the Continue button to move on to the Step 2: Choose your Products page. If there are errors, click on the Edit Profile button, correct the errors and then click on the Continue button again as needed to get past the Registration Successful page and move onto the Step 2: Choose Your Products page.


11. Once you locate the textbook listed above, click on the checkbox that is next to it to select the textbook used for this class.

12. Scroll down to the bottom of the page and click on the Submit button.

13. The next page that appears should be the My Account page and it should resemble the picture below:

14. Click on the Join a Class hyperlink and the Join a Class page should open.

15. Click in the Enter Class Code textbox and type: C88D3DA9 (the 0 are zeros) (see picture below)

16. Click on the Submit button and then the Confirmation page should appear.

17. Click on the Continue button to return to the Gradebook.

18. Your account is now created and you can log out if you are not going to work on your class or if you are going to work, click on the My Account hyperlink near the top of the page and then click on the New Perspectives on the Internet, Sixth Edition, Student Online Companion hyperlink next under the My Products section of the My Account page.

19. This will open the New Perspectives on the Internet’s Student Online Companion web site.
20. Click on the hyperlink down the side that corresponds with whichever tutorial you are working on. For example, if you are just starting to work in Tutorial 1, click on the Tutorial 1 hyperlink and begin working as instructed in your textbook.
21. When you are finished working for the day, click on the Logout button located near the top of the screen to log out of your CoursePort account.

To Log back into CoursePort:
1. If you are working in the lab, double-click on the Internet Explorer icon on the desktop to open the browser and access the internet. (If you are working at home, you need to open your Internet Explorer browser software. Note: If you are using a dial-up connection, you will need to follow whatever your specific instructions are to log into your account.)
2. Click in the Address bar and type the following URL in to access the class web page and the press the Enter key on your keyboard: http://dtc.pima.edu/~tarnett/csa152.htm
3. After the CSA152 class web page opens, scroll down until you see the Click Here for CoursePort hyperlink and then click on that link.
4. Type your Username and Password in the correct fields and click on the Enter button.
5. If you typed everything correctly, your My Account page should display.
6. Click on the New Perspectives on the Internet, Sixth Edition, Student Online Companion hyperlink to go to the Student Online Companion and then click on the tutorial links down the side that corresponds to the Tutorial you are working on in the textbook. Continue working through the textbook and the Student Online Companion as instructed in the syllabus and your textbook.
7. When you have finished working for the day, click on the Logout button near the top of the screen.