To use Holt Online Learning programs, teachers must first register themselves and then register their students.

REGISTER YOURSELF

1. Go to: www.hrw.com/register

2. Choose Teacher in a U.S. School from the pull-down and click Register.

3. Enter your contact information.

4. Enter a User Name and Password.

5. Choose your school from the list.

6. Enter the ISBN (without the dashes) from the back of the Teacher’s Edition for the first program you are registering. You will be able to register other programs later. If you’re using a Key Code, enter it here and the system will automatically skip to step 8.

7. Enter the randomly selected word from your Teacher’s Edition as requested. NOTE: The word will be from a heading or paragraph from the sections found only in a Teacher’s Edition.

8. You are registered! Please print the summary page for safe-keeping.

9. Click my.hrw.com to log in, or enter a new ISBN or Key Code in the upper left-hand corner (blue section.)

If the books for which you’ve registered do not appear when you log in or if you have any other difficulties, please call Technical Support at 800-323-9239 from 7 a.m. to 10 p.m. Central Time.
REGISTER YOUR STUDENTS

1. After you register yourself, go to http://my.hrw.com to log in if you are not logged in already.

2. Select Add a Class from the Learning Management Center on the right.

3. Enter Class Name, Period and Grade Level, select a textbook to assign to that class, and click Add. **NOTE: Don’t forget to check the box next to the textbook(s) associated with the class.**

4. Select the One Log In/Password box to determine if the students(s) in your class are already registered with Holt Online Learning.

5. If you see the name of the student(s) that you would like to add to your class in the box labeled My School, select the student’s name and click Add. You should see the name appear in the box on the right labeled My Class. Once you’ve added all your students, click Done.

6. If you do NOT see the name(s) of the student(s) that you would like to add to your class, select Add New Students at the bottom of your screen.

7. Choose the number of students you would like to add from the drop down menu. The screen will refresh. This might take a moment. You can include the No Child Left Behind settings by selecting Add NCLB Settings Now.

8. Click Add at the bottom of the screen.

9. Your student(s) now have a randomly generated user name and password. For a printable version of your class roster, click Printable Version or go to View a Class Roster under the Learning Management Center. **NOTE: You can cut along the lines of your printed class roster and distribute user names and passwords to students and/or parents.**

10. Instruct students to log in at http://my.hrw.com

If you need assistance with registration, call Technical Support at (800)323-9239.