

Quick Start Guide

Master Code Holder Edition

Fall 2011

Getting Started

Welcome to ConnectED, your online access to McGraw-Hill Teaching and Learning Resources!

This *Guide* provides quick-start instructions for **Master Code Holders**.

To get started you need your ConnectED **Username** and **Password** from McGraw-Hill.

NOTE: You should have received a Welcome email from McGraw-Hill providing your **User Name** and a temporary **Password.** If you did not receive this email, please call McGraw-Hill Online Implementation at (800) 598-4077 or email at onlineimplementation@mcgraw-hill.com.

Logging In

Use your **Master Code Holder Username** and **Password** to **Log In** to ConnectED.

- 1. Go to http://connected.mcgraw-hill.com.
- 2. Enter your **Username** and **Password** and click **Login**.

ConnectED displays the **Set Password** dialogue box (first **Login** only).

3. Complete the Set Password dialogue box and click Set password.

Tip: Be sure to write down your **Challenge Question** and **Personal Answer** and keep them in a safe place in case you forget your **Password.**

ConnectED displays a McGraw-Hill License Agreement.

4. Read the **Agreement** and click **Agree**.

Your **Password Change** is complete. Click **OK** to continue.

ConnectED displays the **Select Your School** dialogue box.

5. Enter the zip/postal code for you **School** or **School District** and click **Search**.

ConnectED displays the **Search Results.**

6. Locate and select your School or School District and click Finish.

ConnectED displays **My Home** page. You are now ready to **Redeem Master Codes** and access **Master Code Holder** functions.

OR

Click Add New School to add your School or School District.

7. Complete the **Add Your School** dialogue box and click **Finish**.

ConnectED displays **My Home** page. You are now ready to **Redeem Master Codes** and access **Master Code Holder** functions.

Managing Master Codes

Teachers use **Master Codes** to register for ConnectED and to access online **Content.**

As a **Master Code Holder**, you have the responsibility to share **Master Codes** with your teachers.

To view the **Master Codes** associated with your **Account,** from **My Home** page:

Click Manage Master Codes at the upper right.

ConnectED displays the **Manage Master Codes** page.

Master Codes for distribution to, and **Redemption** by, **Teachers** appear in the **Master Code** column.

Viewing Master Code Details

ConnectED associates a *single* **Master Code** with each of your **Subscription ISBNs** and consolidates all license purchases for the same **Subscription ISBN** under a single **Master Code**.

To view **Master Code** details:

Click the Plus Sign by the selected Master Code.

ConnectED displays the **Master Code** details (Figure 1).

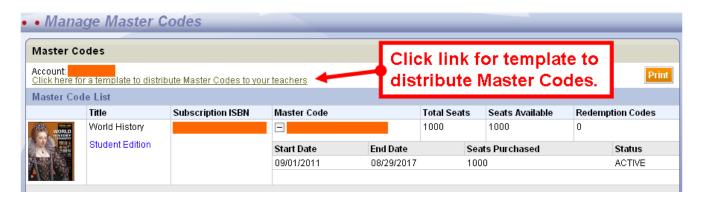


Figure 1. Master Code Details

ConnectEd provides a template to help you distribute Master Codes.

Click the link where indicated.