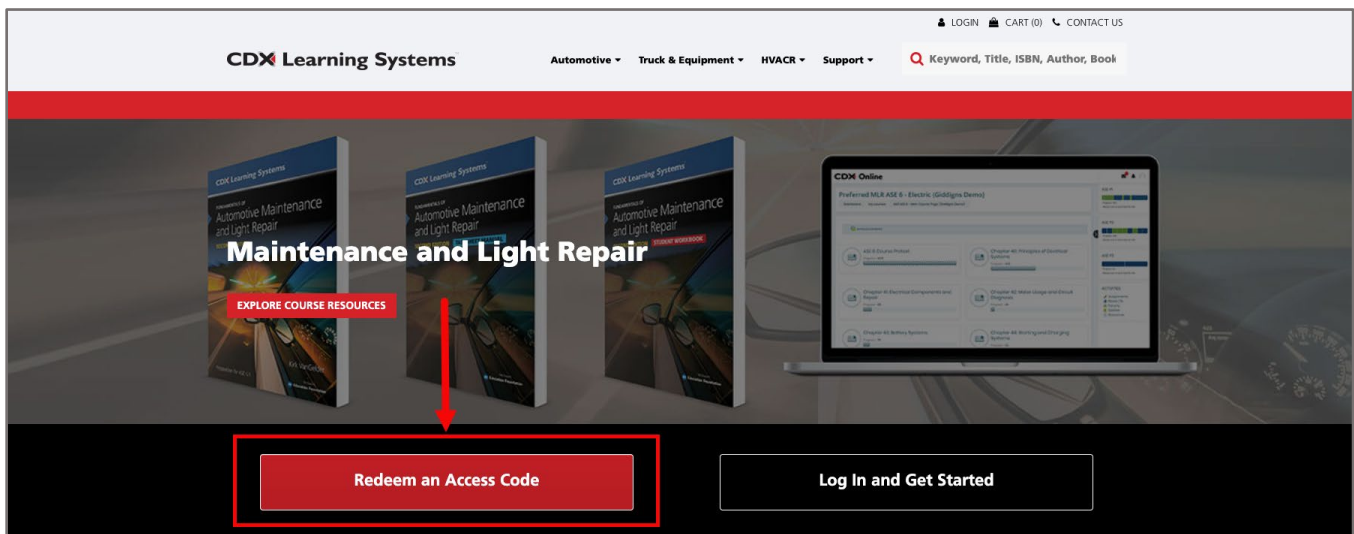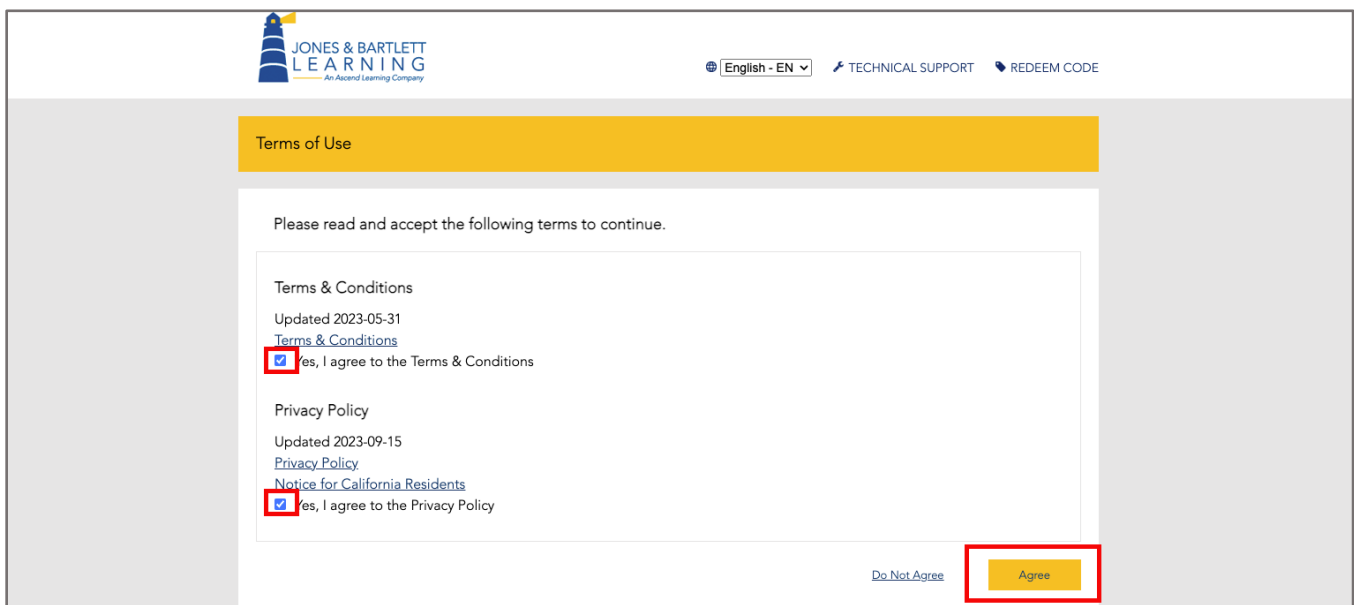# First Day of Class

This document provides instructions on getting you started with creating a User Account, accessing your course, and exploring basic platform navigation.

1. If this is your first time using CDX, your first step will be to create your own user account. To do this you will need to redeem your 10-digit access code at www.cdxlearning.com.

2. If you already have a CDX user account, login and click **Redeem an Access Code** and follow the directions displayed on your screen and skip to Step 10 of this document.

3. With your access code in hand, navigate to www.cdxlearning.com in your web browser and click **Redeem an Access Code**.

4. Read the Terms and Conditions and Click **Agree** when finished.

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5. On the following page, enter your 10-digit access code into the field provided. Please note, do not use any spaces while you are inputting the code.

6. Once the code is processed, confirm the courseware package you have redeemed access to by reviewing the product details displayed. Then click **Confirm and create new account**.

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7. On the next page, please fill in all required fields to complete your account setup. Please note, you must enter a valid email address for your account to receive important course notifications and for the ability to retrieve or reset your password in the future.
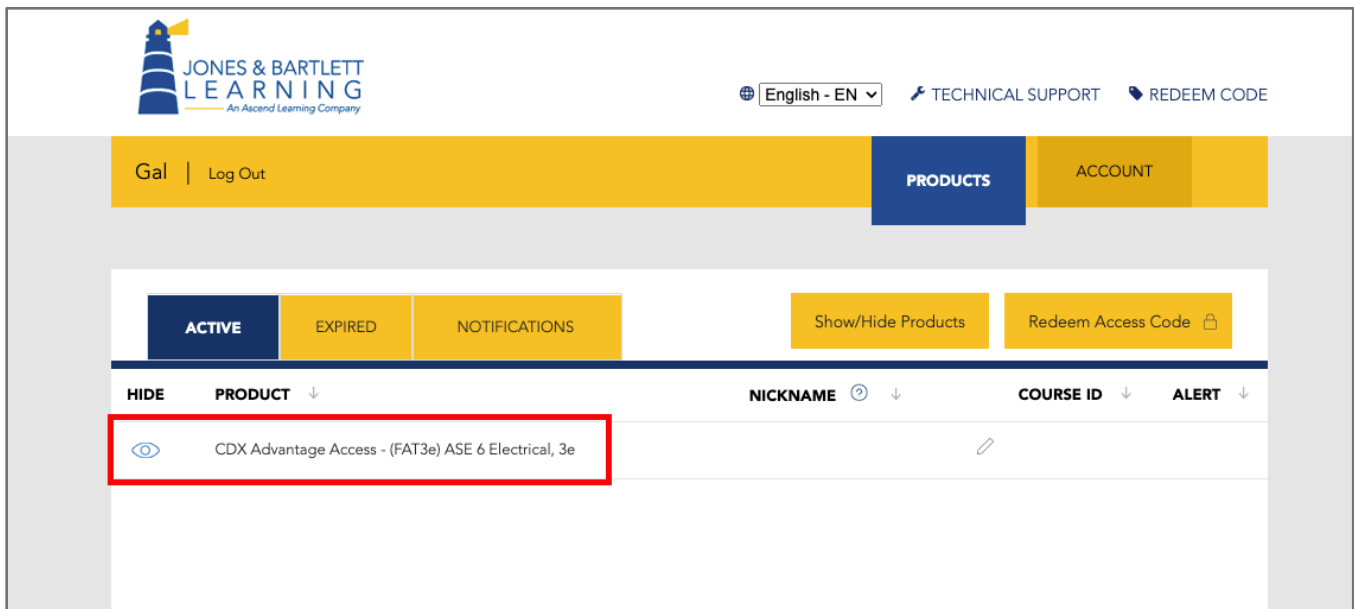
8. When you're finished, click **Create Account** at the bottom of the page. Your My Account page will then open, displaying the courses and eBook available to you.

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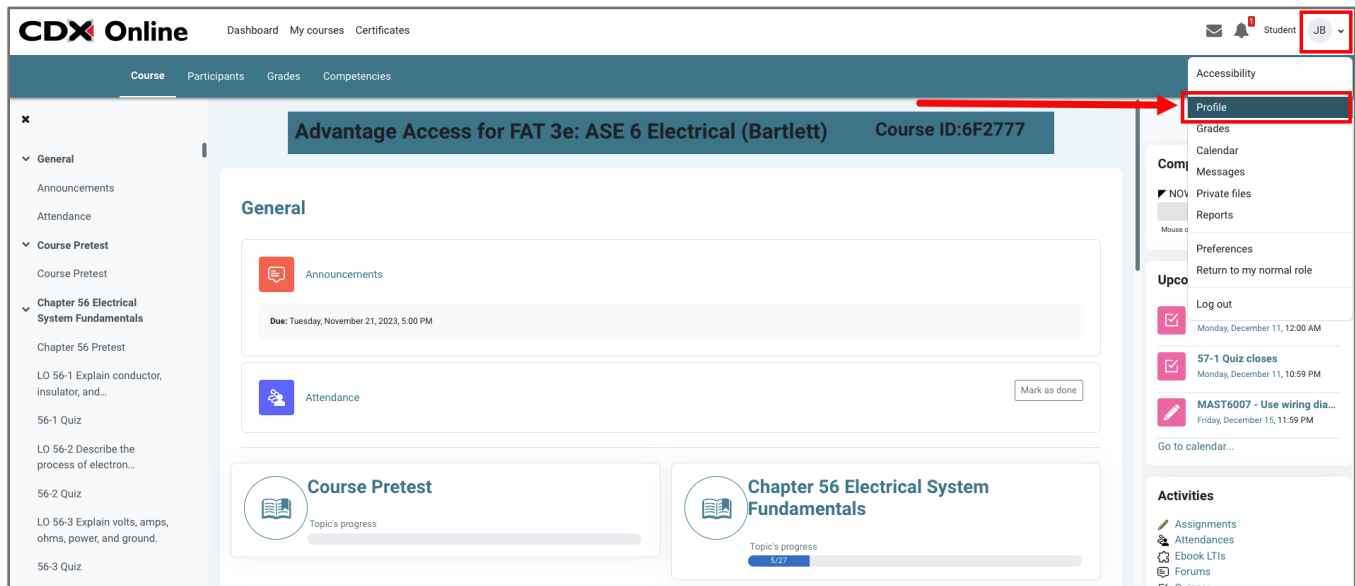Email: support@cdxlearning.com
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9. To enroll in and open a course, click on the **course name** you would like to access. You will be brought to the course launch page where you must click **Enter Course ID** to enter your 6-character Course ID. If you don't know your Course ID, consult with your instructor or course administrator.

10. After entering your course ID in the field provided, click the **Enroll** button.

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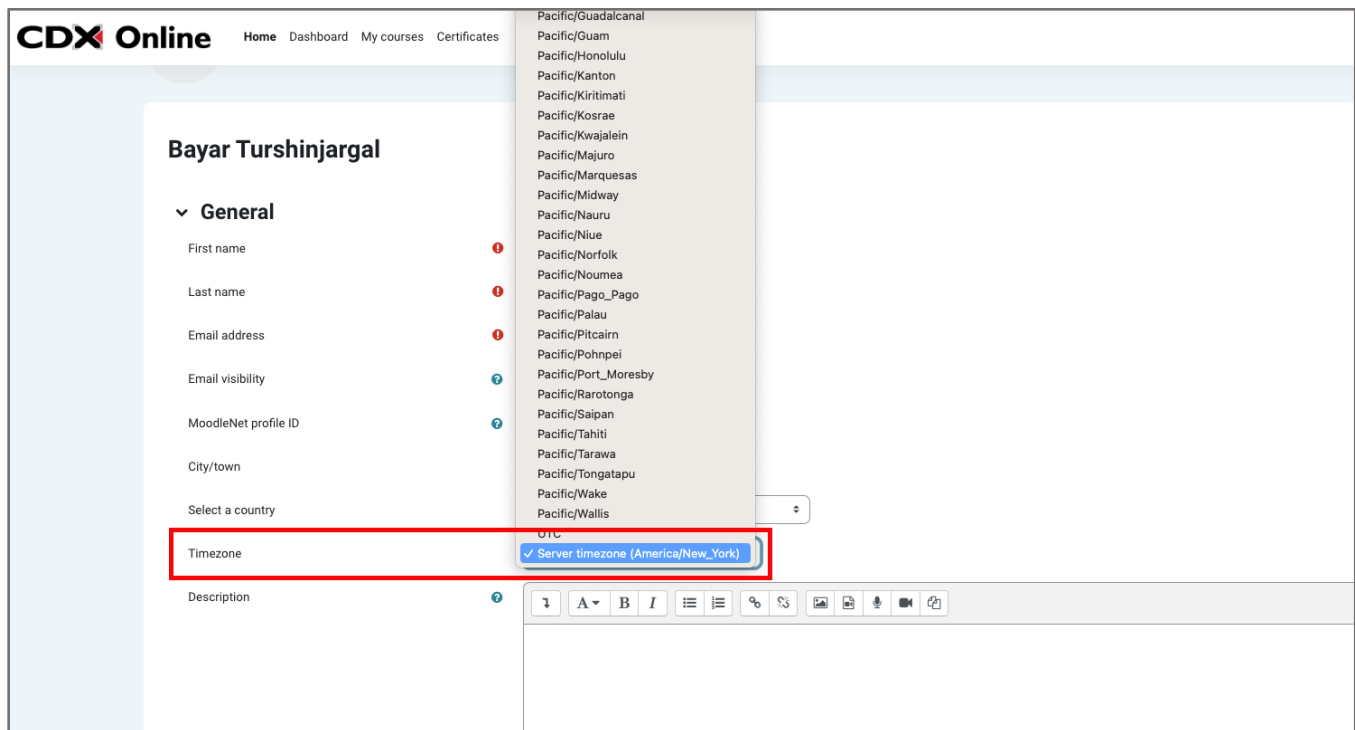Phone: 1-866-244-4CDX (4239)

11. You are now enrolled in the course and may click the **Launch** button to open it and begin your work.

12. Launching the course will open the course homepage in a new window. Before beginning any work, it may be necessary to adjust your profile's time zone. Your profile's time zone is set to Eastern Standard Time by default. If you are located in a different time zone, click on the **Profile button** at the top right of the page and select the **Profile** option from the dropdown menu.

13. On the next page, under **User details,** click the **Edit profile** option.

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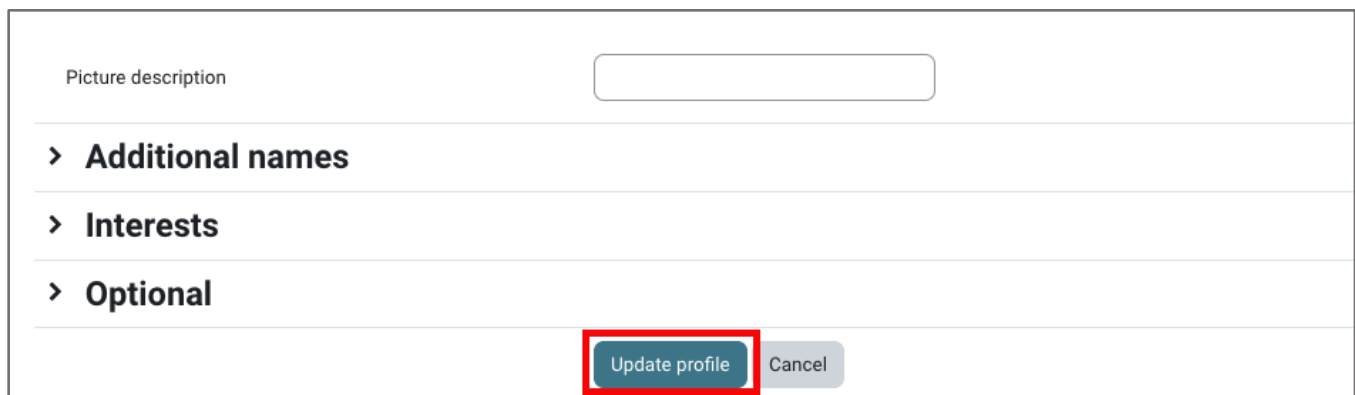Email: support@cdxlearning.com
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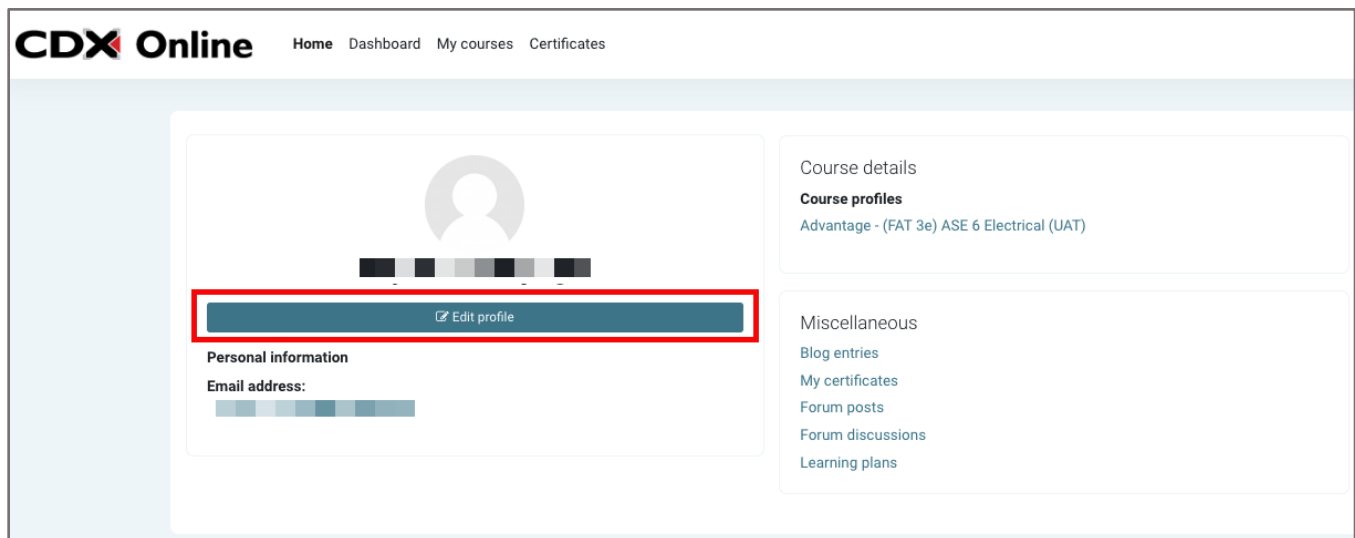
14. On the following **Edit Profile** page, you will find a setting for **the Time zone.** Click on the dropdown menu to right of this setting and select an option that is nearest to you or shares your local time zone. Please note: all options are in alphabetical order.


15. After you have selected the appropriate time zone, scroll to the bottom of the page and click the **Update profile** button to save your changes.
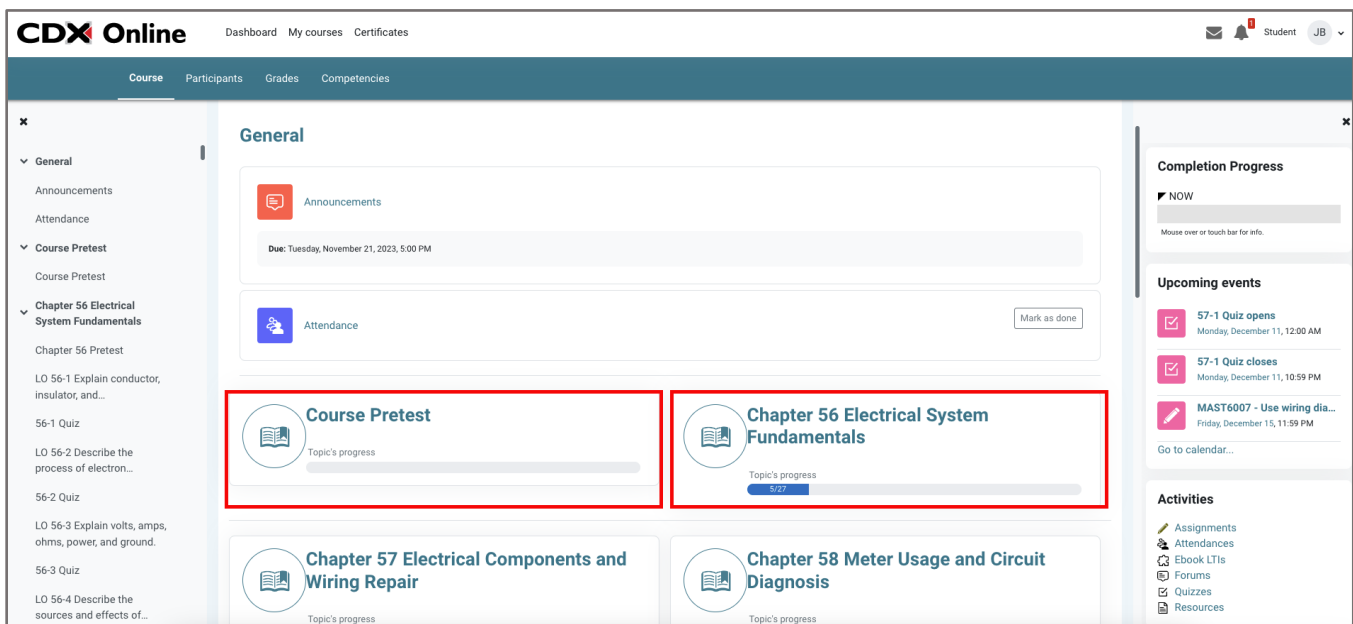
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16. Then, to return to the course homepage, click on the **My courses** button at the top of the page and then select your course.
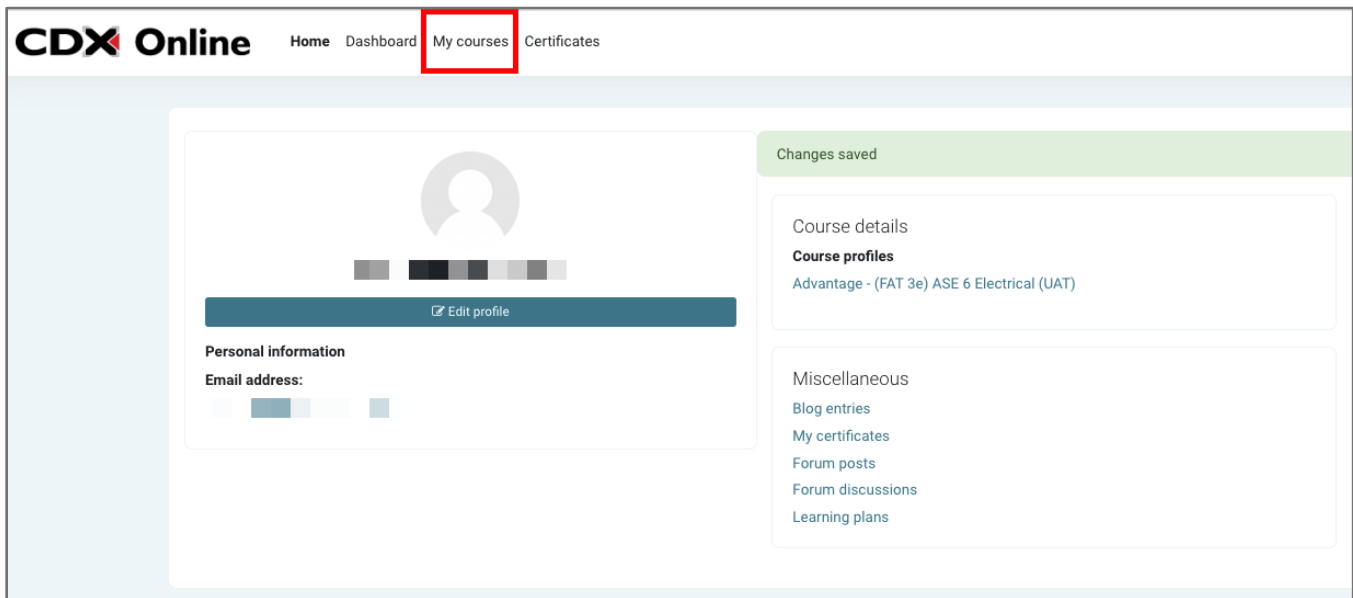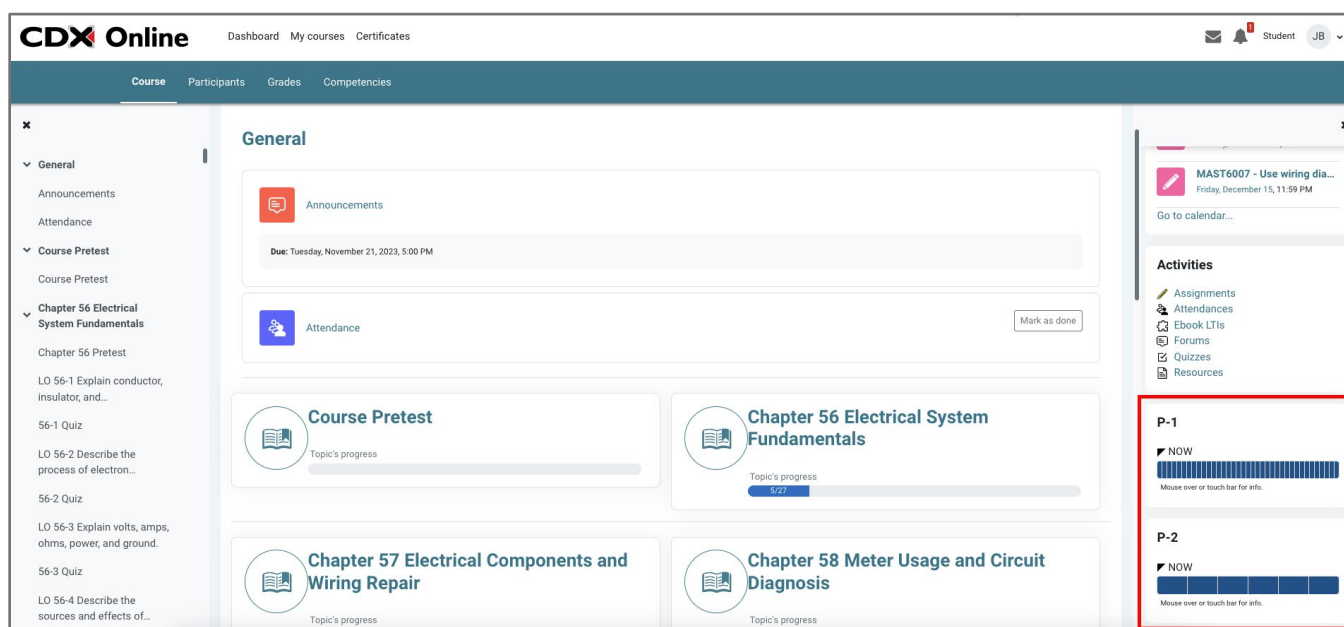

17. All course content is organized into topic blocks. You will find that each chapter from the textbook has a matching topic dedicated to storing its supporting activities and resources.

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18. Towards the top of the page, your **Navigation Drawer** displays links to important pages in the course such as your **Homepage**, **Gradebook**, and **Dashboard.**
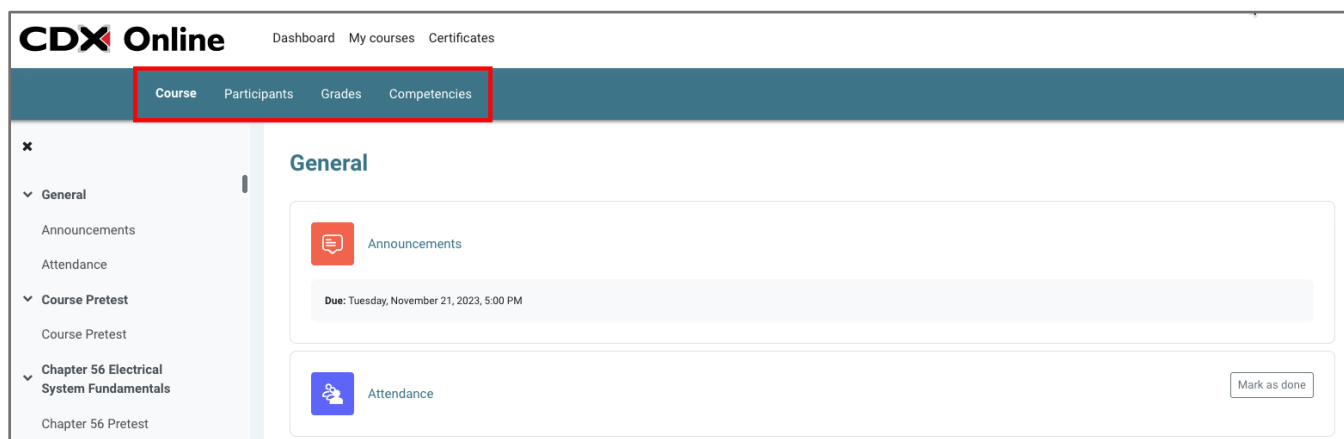
19. On the right side of the page, there is a tab dedicated to tracking blocks that reflect your completion of required tasksheets in the course.

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20. Click on any topic of your choosing to open a page displaying its contents. Chapter content is presented in a list format organized by its learning objectives.

21. At the bottom of the chapter content page, you will find the chapter resources. Beneath the topic's contents at the bottom of the page, you will find navigation buttons to move to the previous or next topics within the course.