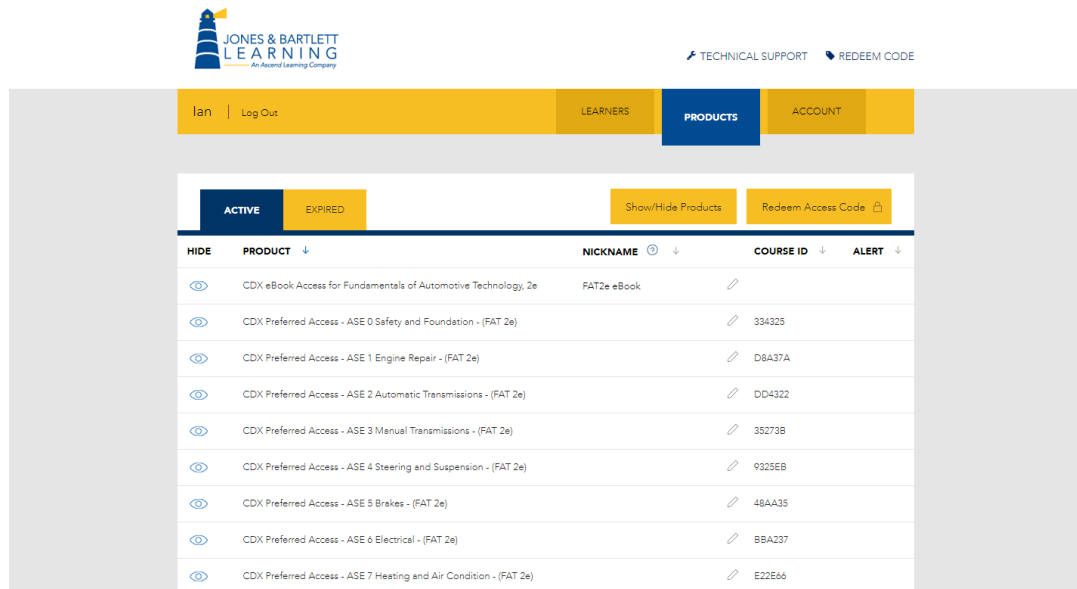


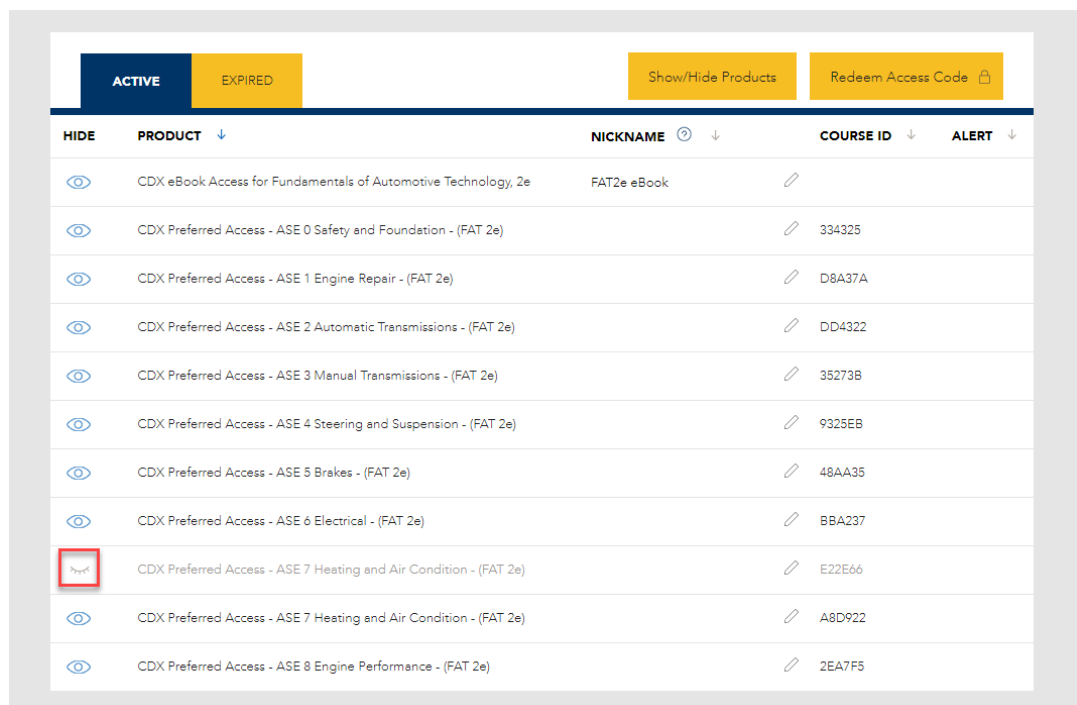
How do I organize products in My Account?

This document provides instructions on how to organize the My Account page to better manage your course IDs.

1. When you login to your CDX account, the default page that opens is your **Products** tab. This tab displays all courses, resources, and ebooks to which you currently have access.

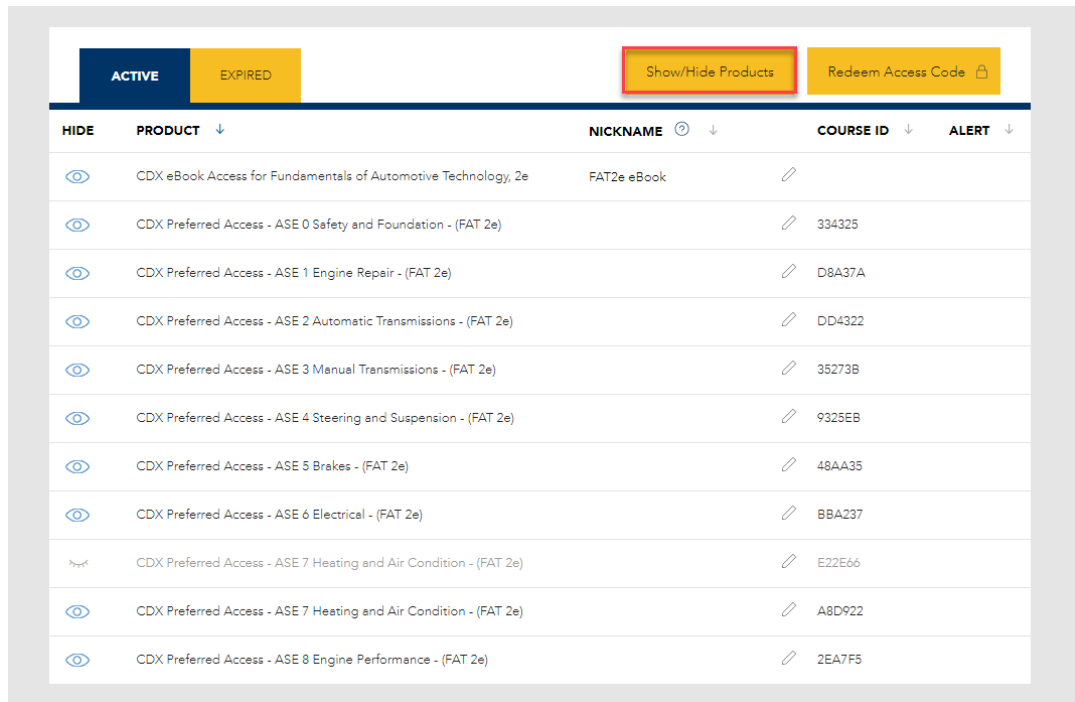


2. You may remove any products from your view on this tab by choosing to **hide** them. For example, if you would like to hide a course once it has concluded, begin by clicking the **eye icon** to it's left. This will close the eye and gray-out the title of the course. You may hide multiple products at one time.



How do I organize products in My Account?

- Once the product has been selected for hiding, you must then click the **Show/Hide Products** button towards the top of the tab.



The screenshot shows a user interface for managing products. At the top, there are two tabs: 'ACTIVE' (selected) and 'EXPIRED'. To the right of these tabs are two buttons: 'Show/Hide Products' (highlighted with a red box) and 'Redeem Access Code'. Below the tabs is a table with the following columns: 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'. The table lists several products, including 'CDX eBook Access for Fundamentals of Automotive Technology, 2e' and 'CDX Preferred Access - ASE 0 Safety and Foundation - (FAT 2e)'. Each row has an eye icon in the 'HIDE' column and an edit icon in the 'COURSE ID' column.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	CDX eBook Access for Fundamentals of Automotive Technology, 2e	FAT2e eBook		
	CDX Preferred Access - ASE 0 Safety and Foundation - (FAT 2e)			334325
	CDX Preferred Access - ASE 1 Engine Repair - (FAT 2e)			D8A37A
	CDX Preferred Access - ASE 2 Automatic Transmissions - (FAT 2e)			DD4322
	CDX Preferred Access - ASE 3 Manual Transmissions - (FAT 2e)			35273B
	CDX Preferred Access - ASE 4 Steering and Suspension - (FAT 2e)			9325EB
	CDX Preferred Access - ASE 5 Brakes - (FAT 2e)			48AA35
	CDX Preferred Access - ASE 6 Electrical - (FAT 2e)			BBA237
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)			E22E66
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)			A8D922
	CDX Preferred Access - ASE 8 Engine Performance - (FAT 2e)			2EA7F5

- After clicking this button, the hidden product will disappear from your Products tab view. **Please note:** Once hidden, a product will remain removed from sight until it is manually unhidden.
- To restore the item back to your products list, simply click the **Show/Hide Products** button again for it to reappear. Then, click the **eye icon** to its left to open it and ensure it remains unhidden in your subsequent sessions.

How do I organize products in My Account?

ACTIVE		EXPIRED		Show/Hide Products		Redeem Access Code	
HIDE	PRODUCT	NICKNAME		COURSE ID		ALERT	
	CDX eBook Access for Fundamentals of Automotive Technology, 2e	FAT2e eBook					
	CDX Preferred Access - ASE 0 Safety and Foundation - (FAT 2e)					334325	
	CDX Preferred Access - ASE 1 Engine Repair - (FAT 2e)					D8A37A	
	CDX Preferred Access - ASE 2 Automatic Transmissions - (FAT 2e)					DD4322	
	CDX Preferred Access - ASE 3 Manual Transmissions - (FAT 2e)					35273B	
	CDX Preferred Access - ASE 4 Steering and Suspension - (FAT 2e)					9325EB	
	CDX Preferred Access - ASE 5 Brakes - (FAT 2e)					48AA35	
	CDX Preferred Access - ASE 6 Electrical - (FAT 2e)					BBA237	
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)					E22E66	
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)					A8D922	
	CDX Preferred Access - ASE 8 Engine Performance - (FAT 2e)					2EA7F5	

- Due to our product standardized naming, it can be difficult to keep track of individual courses. A convenient way to custom-label and track multiple course IDs will be to apply **Nicknames** to the products of your choosing.
- To create a nickname, click on the **pencil icon** to the left of the course ID which you would like to name. A fillable field will then open to the left of the pencil where you may type in a name of your choosing. When satisfied with the name, press the **Enter** key on your keyboard

How do I organize products in My Account?

ACTIVE		EXPIRED		Show/Hide Products		Redeem Access Code	
HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT			
	CDX eBook Access for Fundamentals of Automotive Technology, 2e	FAT2e eBook					
	CDX Preferred Access - ASE 0 Safety and Foundation - (FAT 2e)			334325			
	CDX Preferred Access - ASE 1 Engine Repair - (FAT 2e)			D8A37A			
	CDX Preferred Access - ASE 2 Automatic Transmissions - (FAT 2e)			DD4322			
	CDX Preferred Access - ASE 3 Manual Transmissions - (FAT 2e)			35273B			
	CDX Preferred Access - ASE 4 Steering and Suspension - (FAT 2e)			9325EB			
	CDX Preferred Access - ASE 5 Brakes - (FAT 2e)			48AA35			
	CDX Preferred Access - ASE 6 Electrical - (FAT 2e)			BBA237			
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)	A Block		E22E66			
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)			A8D922			
	CDX Preferred Access - ASE 8 Engine Performance - (FAT 2e)			2EA7F5			

8. You may also sequentially sort your products by any column on the Products tab by clicking on the heading of the column you wish to sort by. **Please note:** You may need to scroll down to find the product you are seeking.

ACTIVE

EXPIRED

Show/Hide Products

Redeem Access Code

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	CDX Preferred Access - ASE 8 Engine Performance - (FAT 2e)		2EA7F5	
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)	A Block	E22E66	
	CDX Preferred Access - ASE 7 Heating and Air Condition - (FAT 2e)	B Block	A8D922	
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