Student Instructions—LBS 145 Sections 1-10
(Thanks to Ryan Sweeder for providing this write-up)

You will need:
- Class Key: K27322J612
- Internet connection
- Enrollment Code/coupon (from your school bookstore) or
- Method of Payment (Credit Card or personal check from U.S. bank)

Enrolling through CPSOnline

Create an Account
2. Click the Students button.
3. Select your school from the drop-down menu and click Choose Course.
4. Enter your serial pad number in the space provided.
5. Enter your CPSOnline username and password: if you haven’t used CPSOnline before, create your username and password in the space provided.
6. Click Submit. You will be asked if you would like to enroll in a class now.
7. Click Yes to enroll and No to view your account information and log out.

Enroll in a class
1. Enter your Class Key (above) in the space provided. If you have a code, enter it in the Code box. Note that a code is not required.
2. Click Submit. If you entered an Enrollment Code, skip to step 5. If you did not have an Enrollment Code, choose from the following: access for this class only, access to all classes for a semester, two-year subscription, or lifetime subscription. Click Continue.
3. Fill in your billing information and click Continue.
4. To join an additional CPSOnline class, click the Enroll in a class button from the Main Menu. When asked for your Student ID, DO NOT USE YOUR PID. Leave this blank or use your MSU NetID.
5. Once you have finished enrolling in all of your classes, click Log Out. So that CPSOnline properly records your information, log out of CPSOnline.

NOTE: If you enroll in more than one class using CPS, your response pad may have a different assigned number for each class. Note your assigned response pad number after you enroll for each class, and use the reminder emails to keep track of your information.

Using CPSRF in your class
Use the Action table and button descriptions on the other side of these instructions for help operating your response pad.

Contact eInstruction Technical Support
Live Chat: www.einstruction.com, Customer Support
Phone: 888.333.7532
Using CPS\textsubscript{RF} in your class

The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on the pad. If you have any questions, log onto www.einstruction.com and use the Customer Support menu option. Type in your name and enter the live chat room for immediate help. You can also reach Technical Support at 888.333.7532.

- **Power** – turn the response pad on or off by pressing the PWR/JOIN button.
- **Join** – the response pads automatically search for a class roster to join whenever you turn on the pad.
  - **Initiate Join** – to have the response pad begin searching for a class roster to join, turn on the response pad and press the PWR/JOIN button.
  - **Manually Join** – to manually join a class, turn on the response pad and press the PWR/JOIN button twice. Join: appears on the LCD screen. Type in the channel number for the class roster you would like to join, and press Send.
- **Use Negative Numbers** – make a numeric response positive or negative by pressing the + button.
- **Enter Equations** – create equations by entering symbols into your response with the Sym button. You can include the following symbols: X, Y, =, ( ), . (decimal), + (plus operator), - (minus operator), / (division operator), * (multiplication operator), (space)
- **View Response Pad Information** – to view the response pad channel, roster number, and firmware version, turn the pad on and press the < button.

Roster Number

Channel Number

Firmware Revision Number

Response pad type

Viewing response pad information from the LCD screen

- **View Serial Number** – to view the serial number for your response pad, simply press the PWR/Join button to turn on the response pad. The serial number displays in the LCD screen as your response pad searches for a class roster to join. Your serial number will begin with “r1…”.
- **Adjust LCD Screen Contrast** – to adjust the LCD screen contrast, press the > button. Use the A1 button to decrease the contrast and the C3 button to increase contrast.