

EXTENDING STUDENT ACCOUNTS FOR ADMINISTRATORS

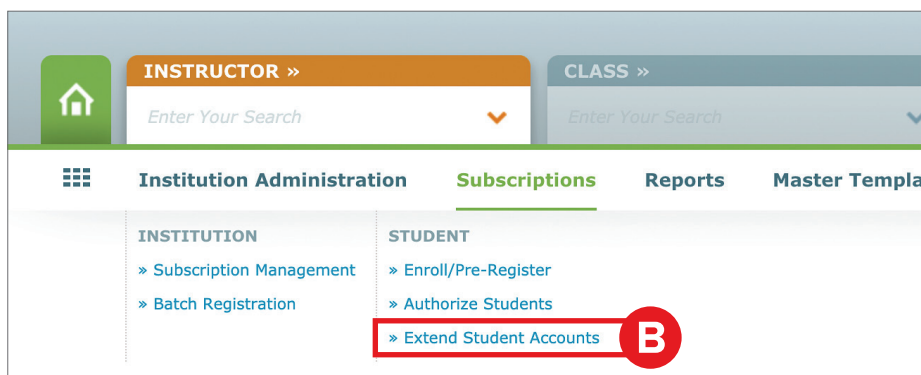
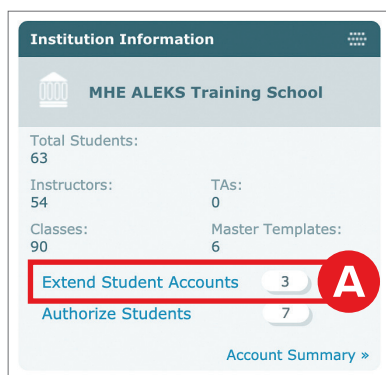
As an administrator, you can quickly and easily extend student accounts at the district, school, instructor, or class level in *ALEKS*. A clickable prompt on your Institution Information dashboard tile allows you to efficiently manage student accounts that are due to expire, with no action required from your instructors or students. After extending these accounts, students can continue to use *ALEKS* without any interruption to their subscription.

ALEKS* instructors can also extend student accounts at the instructor or class level. For more information, see the **Extending Student Accounts for Instructors guide.

Extending Student Accounts at the School Level

You can easily extend student accounts across multiple instructors and classes in two locations:

- A. On the **Instructor Information** dashboard tile, click **Extend Student Accounts**.
- B. If there is no link on the dashboard tile, hover over **Subscriptions** and select **Extend Student Accounts**.



1. First, choose the **Subscription Type** that will be used to extend the accounts. You can extend student accounts with a new subscription type that is different than a student's current subscription type. For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.

Note: If additional subscriptions are needed, you can contact your *ALEKS* administrator and/or order additional *ALEKS* subscriptions by clicking **Order Additional ALEKS Subscriptions**.

MHE ALEKS Training School - Extend Student Accounts

Choose the subscription type that will be used to extend your students

Subscription Type:

☒ (Choose one)
☐ K12 - 12 Month (98 available subscriptions)
☐ K12 - 12 Month - ALEKS 360 Miller PreCalculus (2 available subscriptions)

Order Additional ALEKS Subscriptions

2. You can filter the student list by selecting an expiration date range or by keeping the default selection of **View All Students**.

Choose the subscription type that will be used to extend your students

Subscription Type:

K12 - 12 Month (98 available subscriptions) [Order Additional ALEKS Subscriptions](#)

Check the box next to one or more student accounts to extend. Then, select the **Extend** button.

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

Filter by Expiration Date:

- ✓ View All Students
- Expires Within 4 Weeks
- Expires Within 3 Weeks
- Expires Within 2 Weeks
- Expires Within 1 Week
- Recently Expired Accounts (in the past 2 Weeks)
- Expires Within a Custom Date Range

Total: 783 Students | << 1 2 3 4 >> Displaying 200 Students

3. Once you have filtered the list to your preferred view, click the check box next to each student's name and click **Extend**.

Filter by Expiration Date:

Recently Expired Accounts (in the past 2 Weeks) ▼

2 Students selected Displaying 3 Students

☒ Extend

<input type="checkbox"/>	Student	Login Name	Time Remaining	Expiration Date ^	Subscription Type
<input checked="" type="checkbox"/>	Halstead, Emma	EHALSTEAD84	Expired 3 Days Ago	03/23/2021 12:00 AM	K12 - 12 Month
<input checked="" type="checkbox"/>	Masters, Jane	JMASTERS297	Expired 3 Days Ago	03/23/2021 12:00 AM	K12 - 12 Month
<input type="checkbox"/>	Norris, Sammy	SNORRIS736	Expired 3 Days Ago	03/23/2021 12:00 AM	K12 - 12 Month

4. You will then be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. The new subscription will be activated immediately after the old subscription expires.

COMPLETE ✕

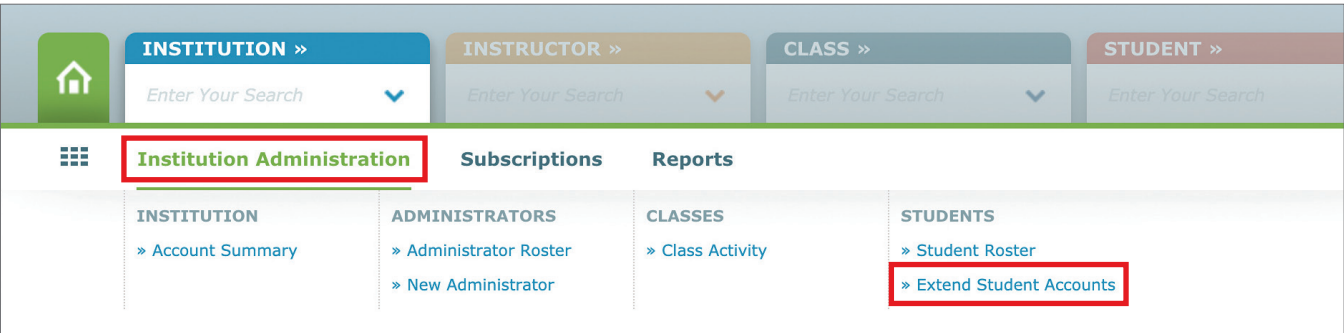
These 4 student accounts have been extended successfully.
Note: The new subscription will be used immediately after the old subscription expires.

Student ^	Login Name	New Expiration Date	Subscription Type
Adams, Ashley	AADAMS1379	08/31/2016	K12 - 12 Month
Lincoln, Brian	BLINCOLN39	08/31/2016	K12 - 12 Month
Madison, Christine	CMADISON104	08/31/2016	K12 - 12 Month
Washington, Daniel	DWASHINGTON817	08/31/2016	K12 - 12 Month

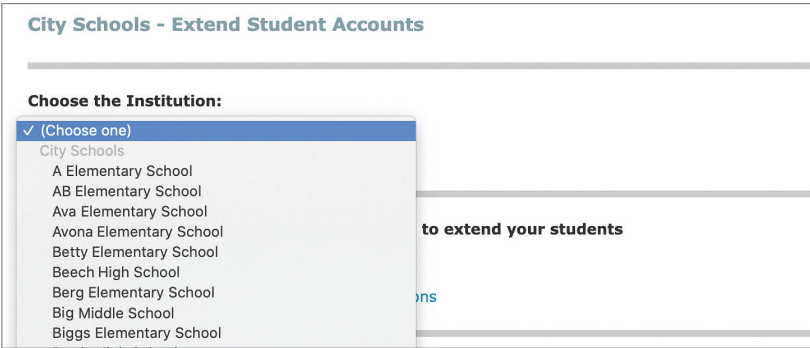
Extending Student Accounts at the District Level

You can easily extend student accounts across multiple schools, instructors, and classes within your district.

1. Hover over **Institution Administration** and select **Extend Student Accounts**.

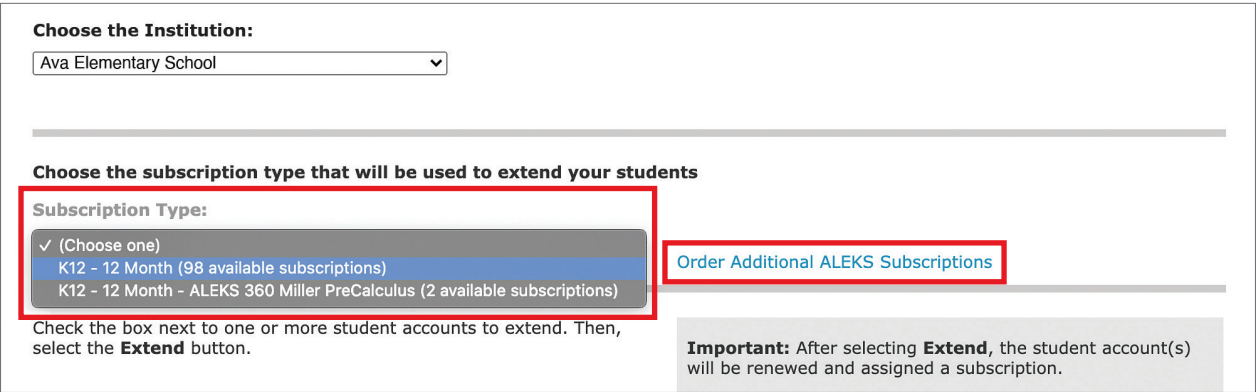


2. From the drop-down menu, choose the school in your district where you will extend the accounts.



3. Choose the **Subscription Type** that will be used to extend the accounts. You can extend student accounts with a new subscription type that is different than a student's current subscription type. For example, a student with an expiring 5-month subscription can be extended with a new 12-month subscription.

Note: If additional subscriptions are needed, you can contact your *ALEKS* administrator and/or order additional *ALEKS* subscriptions directly by clicking **Order Additional ALEKS Subscriptions**.



- You can filter the student list by selecting an expiration date range or by keeping the default selection of **View All Students**.

Choose the subscription type that will be used to extend your students

Subscription Type:
 [Order Additional ALEKS Subscriptions](#)

Check the box next to one or more student accounts to extend. Then, select the **Extend** button.

Filter by Expiration Date:

- ☒ View All Students
- ☐ Expires Within 4 Weeks
- ☐ Expires Within 3 Weeks
- ☐ Expires Within 2 Weeks
- ☐ Expires Within 1 Week
- ☐ Recently Expired Accounts (in the past 2 Weeks)
- ☐ Expires Within a Custom Date Range

Important: After selecting **Extend**, the student account(s) will be renewed and assigned a subscription.

The new subscription will be used immediately after the old subscription expires.

Total: 783 Students | << 1 2 3 4 >>
 Displaying 200 Students

- Once you have filtered the list to your preferred view, click the check box next to each student's name and click **Extend**.

Filter by Expiration Date:

2 Students selected Displaying 3 Students

☒ **Extend**

<input type="checkbox"/> Student	Login Name	Time Remaining	Expiration Date ^	Subscription Type
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<input checked="" type="checkbox"/> Masters, Jane	JMASTERS297	Expired 3 Days Ago	03/23/2021 12:00 AM	K12 - 12 Month
<input type="checkbox"/> Norris, Sammy	SNORRIS736	Expired 3 Days Ago	03/23/2021 12:00 AM	K12 - 12 Month

- You will then be taken to a confirmation page that lists the students whose accounts have been extended, as well as their login name, new expiration date, and the subscription type for their account. **The new subscription will be activated immediately after the old subscription expires.**

☒ **COMPLETE** ✕

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