

AUTHORIZING STUDENTS TO ENTER CLASS AFTER SELF-REGISTRATION

After students self-enroll, follow these steps to authorize them.

1. Navigate to the class dashboard for the class to which you'll be adding students, and click **Authorize Students** in the Class Information panel. The number next to this link indicates how many students require authorization for that class.
2. Select the student(s) you wish to authorize, and click **Authorize**.
3. Authorization details will display, including student name(s), subscription length, and total subscriptions to be used. When you have finished reviewing, and all information is correct, click **Confirm** to finalize the authorization.

Retrosi Algebra 1 - Dashboard

Class Information

Retrosi Algebra 1

Class Code: 96Q94-VJCJQ | Class Duration: 08/06/18 - 08/31/19
 Course Product: Algebra 1 | Instructor: Mrs. Colette Retrosi

Authorize Students 1

Retrosi Algebra 1 - Authorize Students

The following students are awaiting authorization to start using ALEKS. Please select the names of the students you want to authorize, and select an action.

Note: Students should only have one ALEKS account registered per class. If you suspect a duplicate account, use the **Do Not Authorize** action to remove the account from the table.

1 student selected | Displaying 1 student

Authorize | **Do Not Authorize**

<input checked="" type="checkbox"/>	Class	Subscription Length
<input checked="" type="checkbox"/>	Retrosi Algebra 1/Mrs. Retrosi	K12 - 12 Month
<input checked="" type="checkbox"/>	Retrosi, Luciano (LRETROS12)	

Retrosi Algebra 1 - Authorize Students

Review and Confirm

The following 1 student will be authorized. **Important:** Once you click **Confirm**, this student will be registered in ALEKS.

Cancel | **Confirm**

Student	Subscription Length or Status
Retrosi, Luciano (LRETROS113)	K12 - 12 Month
Total Subscriptions to Be Used: 1 K12 - 12 Month Subscription	

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Subscriptions	Available	Marked to Authorize
K12 - 12 Month	1902	1
K12 - 12 Month - QuickTables Only	999	0



4. Once you click confirm, a confirmation notification will appear, and the student(s) will be registered in ALEKS.

Retrosi Algebra 1 - Authorize Students

1 student account has been authorized successfully.

The following students are awaiting authorization to start using ALEKS. Please select the names of the students you want to authorize, and select an action.

Note: Students should only have one ALEKS account registered per class. If you suspect a duplicate account, use the **Do Not Authorize** action to remove the account from the table.

0 students selected | Displaying 0 students

Please select one or more rows to perform an action.

<input type="checkbox"/>	Class	Subscription Length
There is no data for this table		

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Subscriptions	Available	Marked to Authorize
K12 - 12 Month	1901	0
K12 - 12 Month - QuickTables Only	999	0

