

Getting Started Guide

Pearson My English Lab

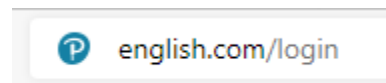
Rev 4.4.22

This guide will explain how to sign up for your **My English Lab** account, and how to access the software for your class.

Note: For best results, use either the Chrome or Firefox browser

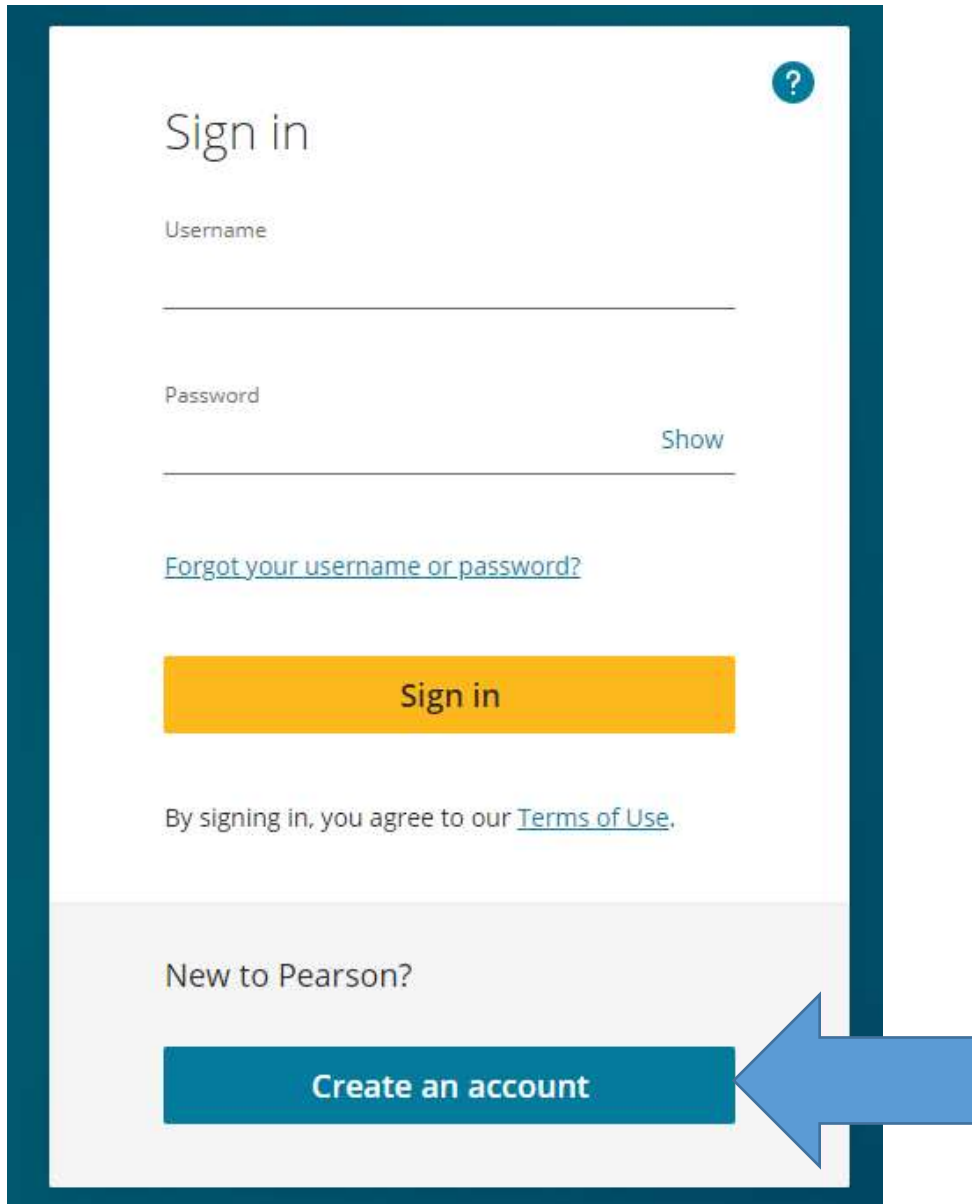


Step 1: Go to the Sign In page



Go to the Sign In page at **english.com/login**. This is where you will sign in every time you use the software. You can bookmark this page now for your next visit. If you already have a Pearson account, try signing in. If not, you will need to create a new account.

On the Sign In page, click the **“Create an account”** button below the sign in area:

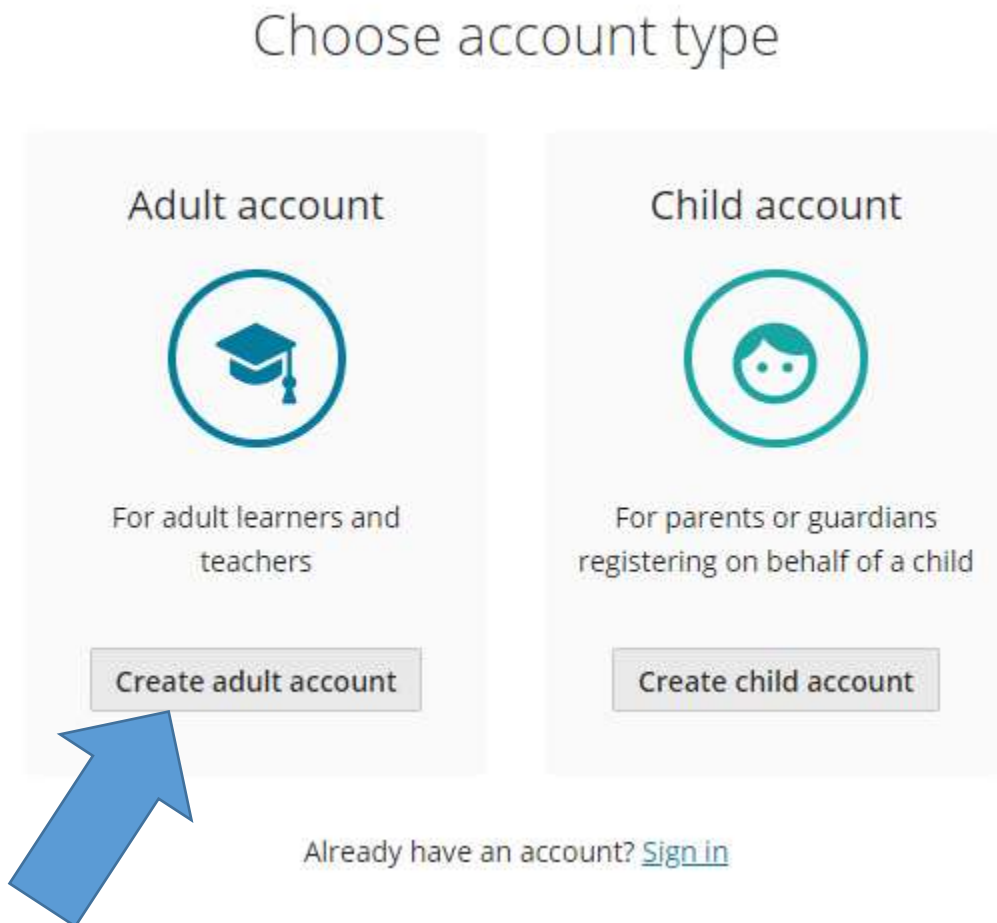


The image shows a 'Sign in' form with the following elements:

- A question mark icon in a blue circle in the top right corner.
- The heading 'Sign in'.
- A 'Username' label above a text input field.
- A 'Password' label above a text input field, with a 'Show' link to its right.
- A link: [Forgot your username or password?](#)
- A yellow 'Sign in' button.
- Text: 'By signing in, you agree to our [Terms of Use](#).'
- A section titled 'New to Pearson?' containing a blue 'Create an account' button.

A large blue arrow points from the right side of the image towards the 'Create an account' button.

Step 2: Choose account type and create an adult account



On the next page, type your email address, username (can be the same as your email address), and a password. Be sure to write down and remember your username and password!

Type your real first and last name. For Country, select “United States”. Click to agree to the terms of use.

Fill out the form completely with your own information, then click the “**Create Account**” button...

Create an adult account

Email address

mickeymouse23@gmail.com

Confirm email address

mickeymouse23@gmail.com

Username

mickeymouse23@gmail.com

Same as email address

Password

.....

[Show](#)

Your password must have 8 or more characters, at least one uppercase letter, and one number.

First name

Mickey

Last name

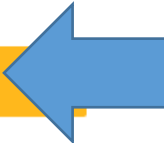
Mouse

Country 

United States

I agree to the [Terms of Use](#) and acknowledge the [Privacy Policy](#).

Keep me in the loop for product improvements and offers.

Create account 

Tip: If you are having trouble creating your account, read the prompts and do as they say. You might need to choose a different username or password. Your password must have 8 or more characters, at least one uppercase letter, and one number.

Step 3:

After you have successfully created your account, be sure to **write down and remember** your new Pearson username and password:

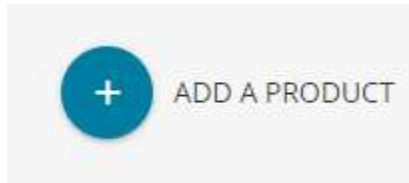
Username _____

Password _____

Tip: Remember your username and password, so you can sign in next time!

Step 4: Adding Your Product(s)

Once you are signed in to your Pearson account, it is time to add your software. On the Dashboard, click the + “**Add a Product**” Icon.



Then, copy & paste the **product access code** that your instructor gave you.

X

Add a product

Enter an access code

A product access code might come with your textbook, from your school, or in a separate kit. It looks similar to this:

XXXXXX-XXXX-XXXX-XXXX-XXXX-XXXX

Access code

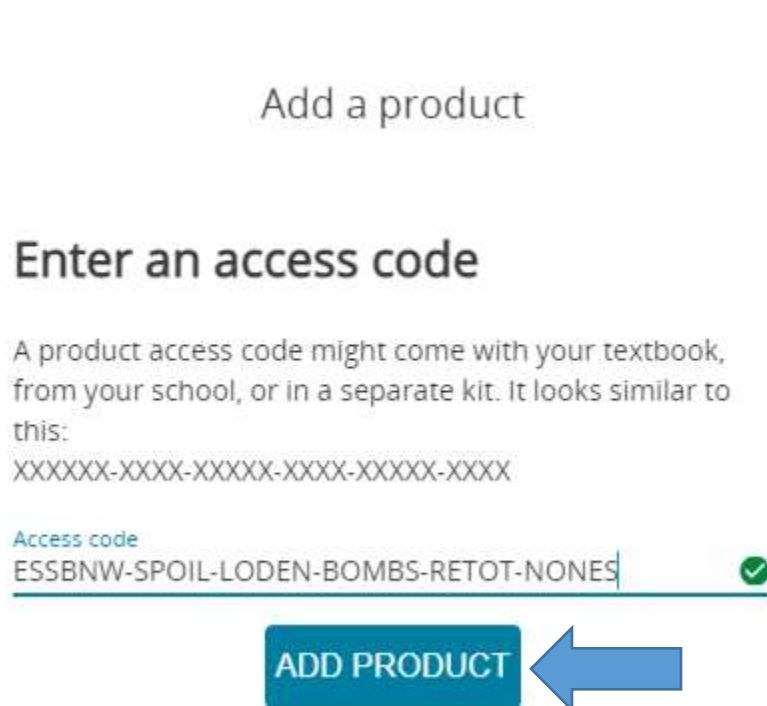
ADD PRODUCT

If you received two product access codes from your instructor, use either one to start, then repeat this step for the second code. Each code is for a different product.

Tip: Each product access code is unique and can only be used by one student.

Be sure to copy & paste (or type) the code exactly including the hyphens. If the code doesn't work, try putting the code in again, then check to make sure that the code is exact. Make sure there is no blank space before or after the code. All codes start with the letters "ESS__"

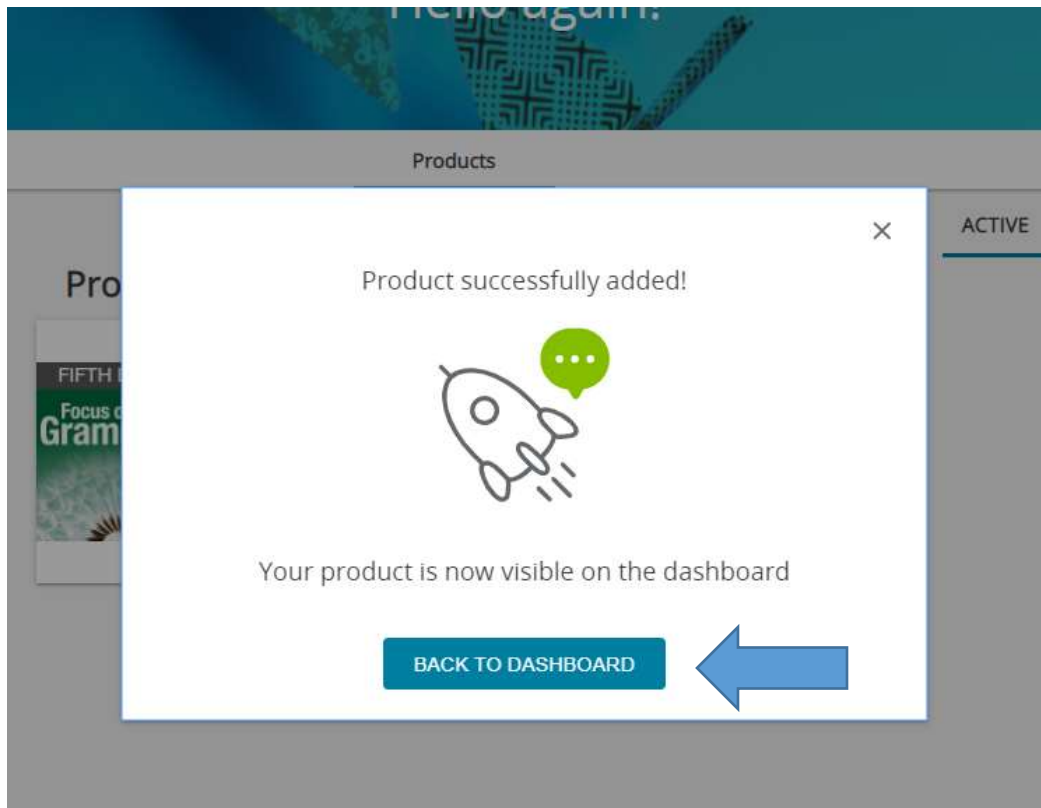
When the green check mark appears, click the **"Add Product"** button.



The screenshot shows a form titled "Add a product" with a close button (X) in the top right corner. Below the title is the heading "Enter an access code". A text block explains that a product access code might come with a textbook, from a school, or in a separate kit, and provides an example: "XXXXXX-XXXX-XXXX-XXXX-XXXX-XXXX". Below this is an input field labeled "Access code" containing the text "ESSBNW-SPOIL-LODEN-BOMBS-RETOT-NONES" and a green checkmark icon to its right. Below the input field is a blue button labeled "ADD PRODUCT" with a blue arrow pointing to it from the right.

(Note: your access code will be different from this example)

When your product access code is accepted, you will see this message.



Click the “**Back to Dashboard**” button.

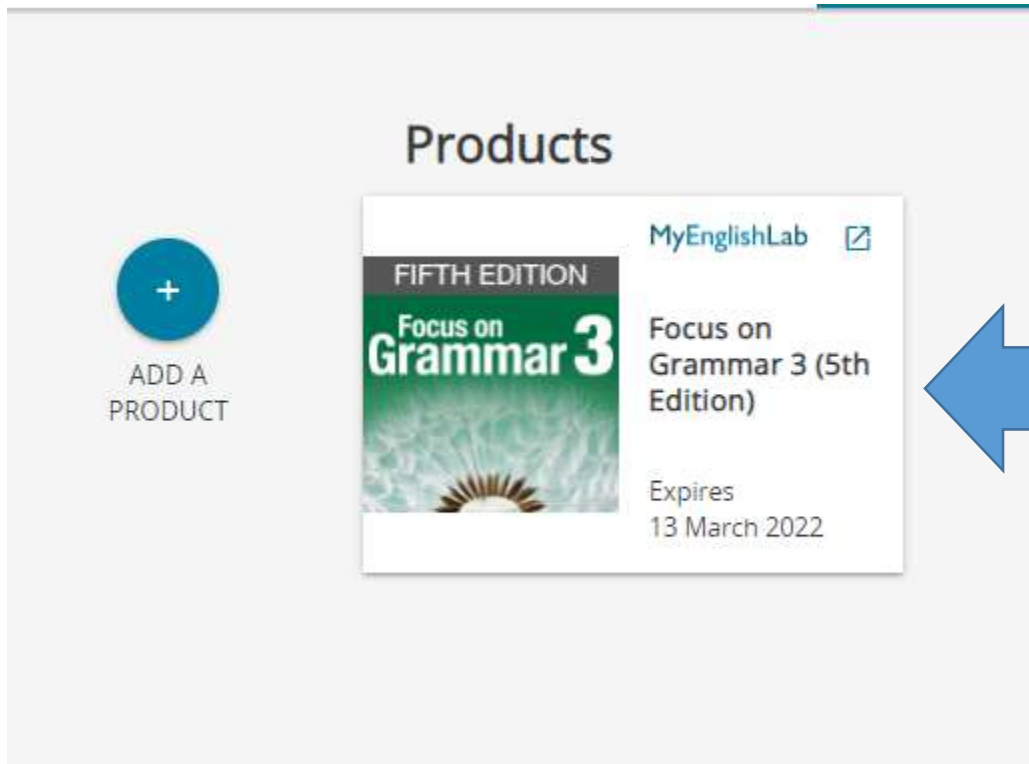


Have another product access code?

If you have a second product access code, repeat step 4 to add the second product, then go on to Step 5.

Step 5:

Look on your Dashboard. You will see an icon for each product you have added. Click on one of these icons.

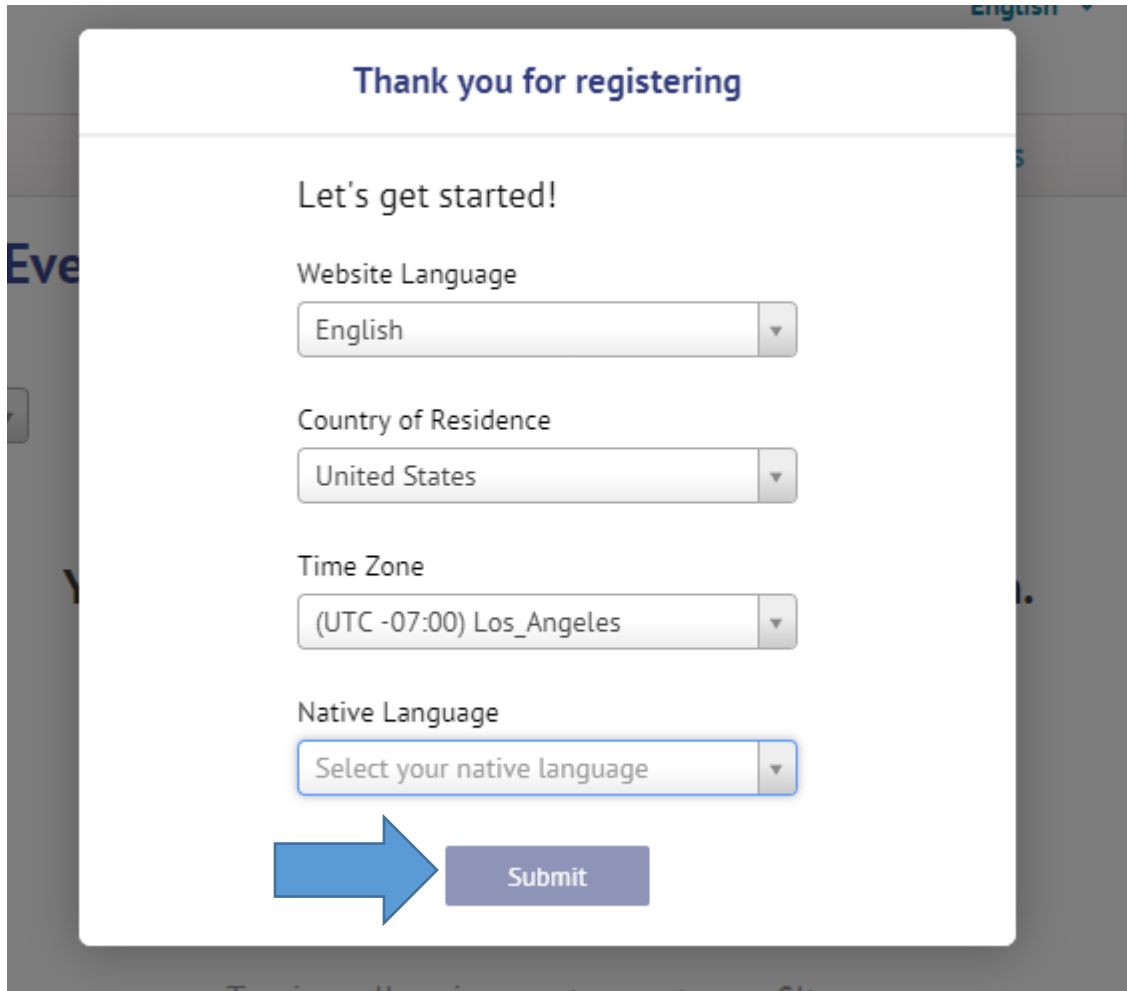


(Note: your product might be different from this example)

Step 6:

A popup form might appear asking for additional information about you. Fill in the correct information, then click the “**Submit**” button.

Tip: Your website language should be English, your country of residence is the United States, and your time zone is Los Angeles.

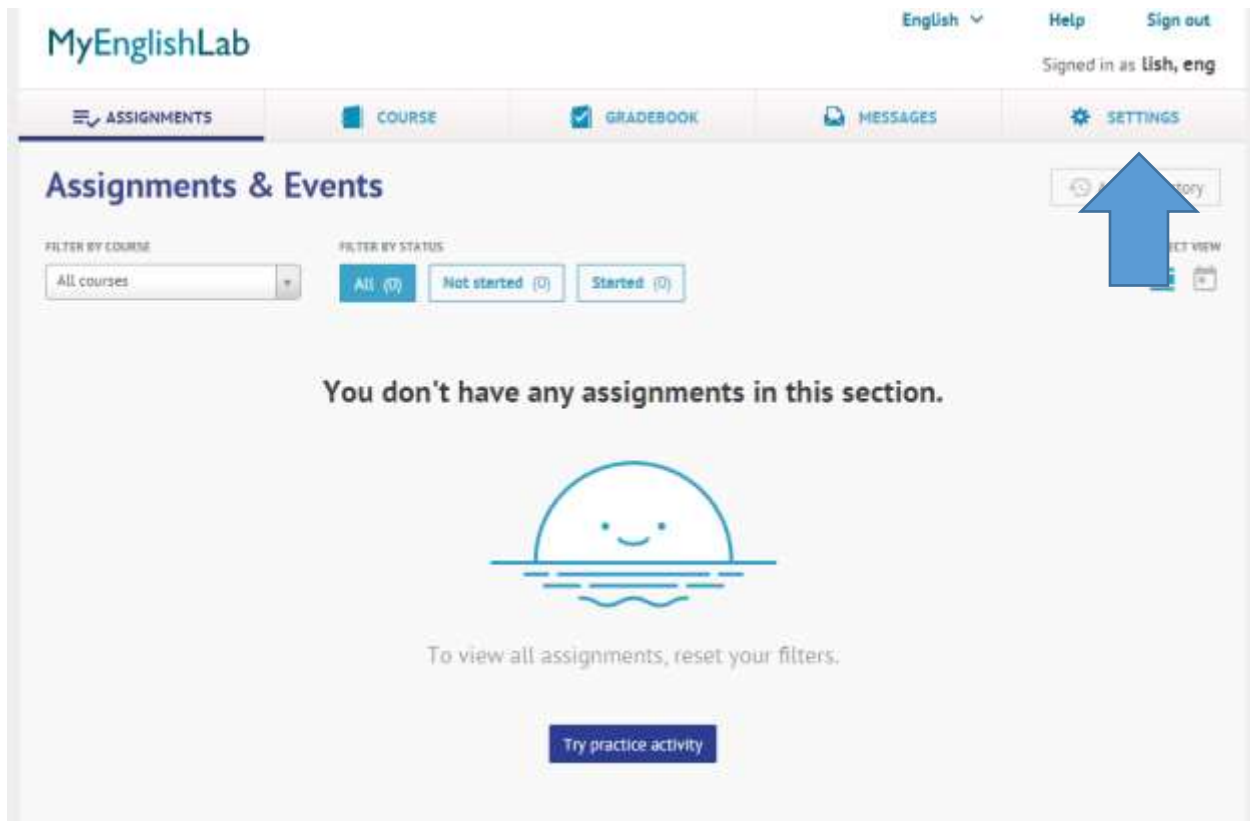


The image shows a white popup form with a blue header that reads "Thank you for registering". Below the header, the text "Let's get started!" is displayed. The form contains four dropdown menus: "Website Language" (set to "English"), "Country of Residence" (set to "United States"), "Time Zone" (set to "(UTC -07:00) Los_Angeles"), and "Native Language" (set to "Select your native language"). At the bottom of the form is a blue "Submit" button, which is pointed to by a large blue arrow.

Step 7:

Next, it is time to join your course(s).

Notice the navigation links at the top of the page. Click on “**Settings**”.



The screenshot shows the MyEnglishLab user interface. At the top right, there are links for "English", "Help", and "Sign out", along with the text "Signed in as tish, eng". A navigation bar contains "ASSIGNMENTS", "COURSE", "GRADEBOOK", "MESSAGES", and "SETTINGS". The "ASSIGNMENTS" section is active, showing "Assignments & Events" with filters for "All courses" and "All (0)", "Not started (0)", and "Started (0)". A message states "You don't have any assignments in this section." with a sun icon and a "Try practice activity" button. A blue arrow points to the "SETTINGS" link in the navigation bar.

Step 8: Joining Your Course(s)

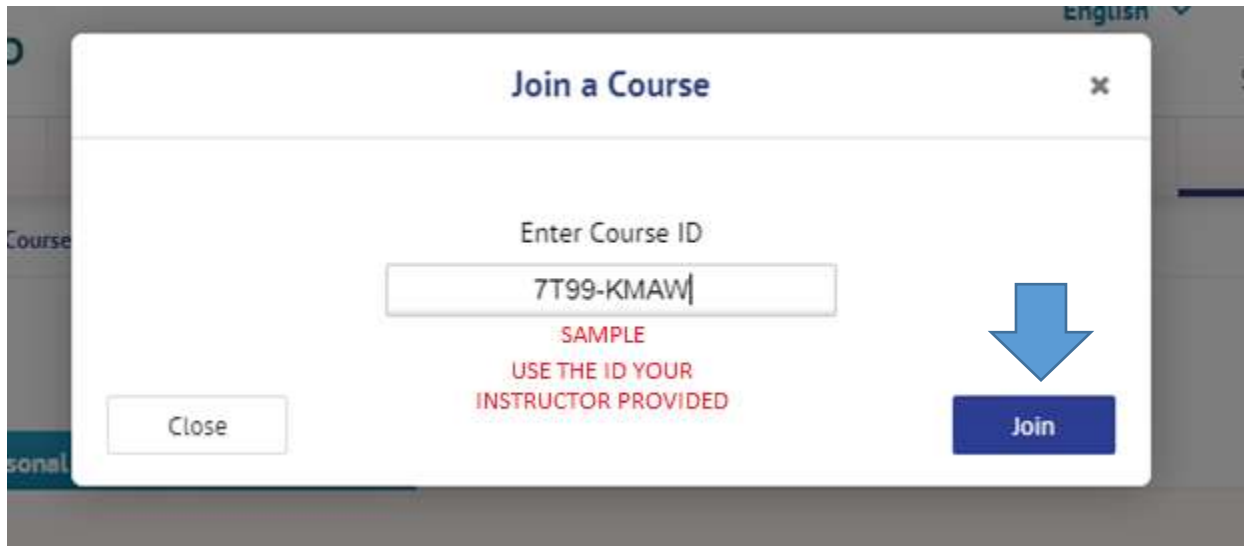
On the Settings page, under “My Courses”, click the “**Join a Course**” button.

The screenshot shows the MyEnglishLab interface. At the top right, there are links for 'English', 'Help', and 'Sign out', with 'Signed in as lish, eng' below them. A navigation bar contains 'ASSIGNMENTS', 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. Below this is a breadcrumb trail: 'Home → Settings → My Courses'. The main heading is 'Settings', with sub-tabs for 'My Courses', 'Personal Profile', and 'Notifications'. Under 'My Courses', there are fields for 'Course Name', 'Course end date:', 'Product', and 'Product expires'. Below these fields are two buttons: 'Join a Course' and 'Add product'. A blue arrow points to the 'Join a Course' button. The footer contains '© 2012-2020 Pearson Education Limited', 'www.myenglishlab.com', 'Terms and conditions', 'Privacy statement', 'Cookie policy', and 'v9.14.2.0-8406'. The bottom banner features 'ALWAYS LEARNING' and the 'PEARSON' logo.

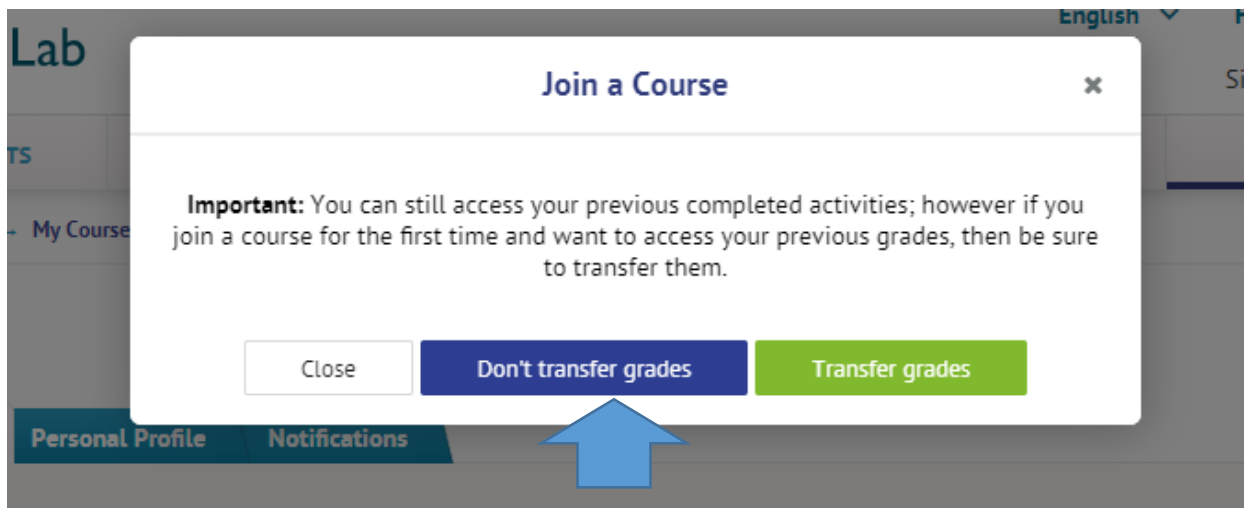
Enter the course ID that your instructor provided you.

The screenshot shows a modal dialog box titled 'Join a Course' with a close button (X) in the top right corner. The dialog contains the text 'Enter Course ID' above a text input field. The input field contains the placeholder text 'XXXX|XXXX'. At the bottom left of the dialog is a 'Close' button, and at the bottom right is a 'Join' button.

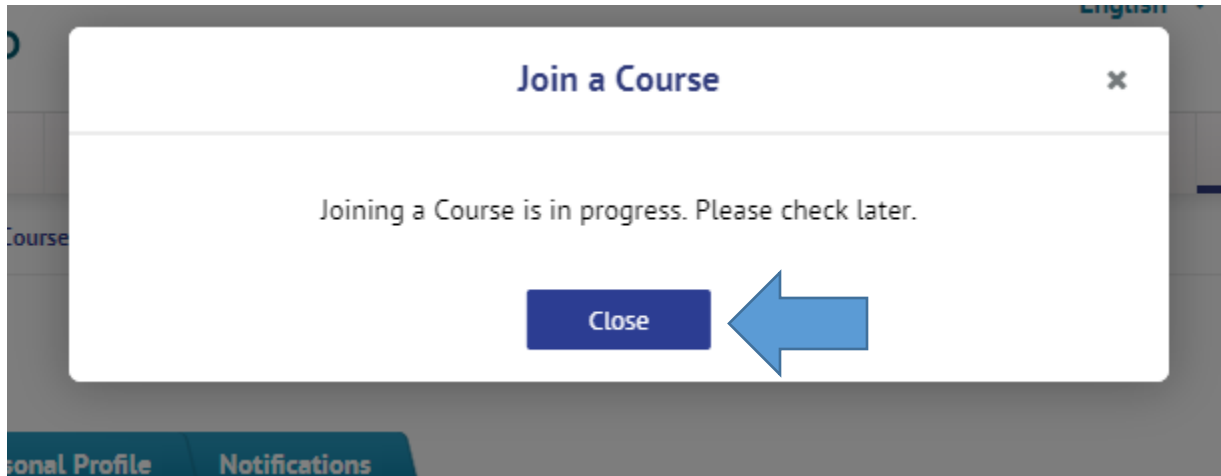
Once you have entered your course ID, click “Join”



Then, click the blue button that says, “Don’t transfer grades”



Finally, click **“Close”**



You should now see your course listed on the settings page:

MyEnglishLab English ▾ Help Sign out
Signed in as **lish, eng**

ASSIGNMENTS COURSE GRADEBOOK MESSAGES **SETTINGS**

Home → Settings → My Courses

Settings

My Courses **Personal Profile** Notifications

Course Name ▾	Course end date:	Product ▾	Product expires
FOG3_ESL000_InstructorName_Quarter	28 May 2022	Focus on Grammar 3 (5th Edition)	13 Mar 2022

Join a Course Add product

(Note: Your product might be different from the example shown)

Tip: You might need to refresh your browser window for the course to appear.



Have another course ID?

If your instructor gave you two course IDs, repeat step 8 to get your second course listed.

MyEnglishLab English ▾ Help Sign out
Signed in as **lish, eng**

ASSIGNMENTS COURSE GRADEBOOK MESSAGES SETTINGS

Home → Settings → My Courses

Settings

My Courses Personal Profile Notifications

Course Name ▾	Course end date:	Product ▾	Product expires
FOG3_ESL000_InstructorName_Quarter	28 May 2022	Focus on Grammar 3 (5th Edition)	13 Mar 2022
PEI3_ESL000_InstructorName_Quarter	25 Feb 2022	Pearson English Interactive 3	13 Mar 2022

Join a Course Add product

Copyright © 2012-2020 Pearson Education Limited | www.myenglishlab.com | Terms and conditions | Privacy statement | Cookie policy | v9.14.2.0-8406

ALWAYS LEARNING PEARSON

(Note: Your products might be different from the examples shown.)

Tip: You might need to refresh your browser window for the second course to appear.



Congratulations, you have now created an account, added your product(s) and joined your course(s)

Tip: If your instructor assigns specific work for you to do, you will find that work listed in the software under the Assignments tab. Click on “**Assignments**”.

The screenshot shows the MyEnglishLab interface. The top navigation bar includes the MyEnglishLab logo, a language dropdown set to 'English', and links for 'Help' and 'Sign out'. Below the navigation bar, the 'ASSIGNMENTS' tab is selected, with other tabs for 'COURSE', 'GRADEBOOK', 'MESSAGES', and 'SETTINGS'. The main content area is titled 'Assignments & Events' and includes a filter section for 'FILTER BY COURSE' (set to 'All courses') and 'FILTER BY STATUS' (with buttons for 'All (4)', 'Not started (4)', and 'Started (0)'). A 'SELECT VIEW' dropdown is also present. The main list shows four assignments under the heading 'More than 30 days'. Each row includes an icon, a title, instructor information, start and due dates, and an 'Open' link. A blue arrow points to the 'ASSIGNMENTS' tab, and another blue arrow points to the 'Open' link in the first row.

Assignment Title	Instructor	Start Date	Due Date	Action
Module A, A.1: Another Busy Day, Speaking, Speaking: Inviting	PEES_ESL000_InstructorName_Quarter Assigned by Hein, George 13 Mar 2020, 3:54 PM	13 Mar 2020 • 3:54 PM	13 Jun 2020 • 11:59 PM	Open
Module A, A.1: Another Busy Day, Speaking, Speaking: Inviting 1	PEES_ESL000_InstructorName_Quarter Assigned by Hein, George 13 Mar 2020, 3:54 PM	13 Mar 2020 • 3:54 PM	13 Jun 2020 • 11:59 PM	Open
Module A, A.1: Another Busy Day, Grammar, Grammar: Contrast-Simple Present/Continuous 1	PEES_ESL000_InstructorName_Quarter Assigned by Hein, George 13 Mar 2020, 3:54 PM	13 Mar 2020 • 3:54 PM	13 Jun 2020 • 11:59 PM	Open
Student Resources, Meet the Characters, Meet the Characters	PEES_ESL000_InstructorName_Quarter Assigned by Hein, George 13 Mar 2020, 3:54 PM	13 Mar 2020 • 3:54 PM	21 Jun 2020 • 11:59 PM	Open

Copyright © 2012-2020 Pearson Education Limited. | www.myenglishlab.com | Terms and conditions | Privacy statement | Cookie policy | v9-14-2-0-8406

ALWAYS LEARNING. PEARSON