



Quick Start Guide

Master Code Holder Edition

Fall 2011

Getting Started

Welcome to ConnectED, your online access to McGraw-Hill Teaching and Learning Resources!

This *Guide* provides quick-start instructions for **Master Code Holders**.

To get started you need your ConnectED **Username** and **Password** from McGraw-Hill.

NOTE: You should have received a Welcome email from McGraw-Hill providing your **User Name** and a temporary **Password**. If you did not receive this email, please call McGraw-Hill Online Implementation at (800) 598-4077 or email at onlineimplementation@mcgraw-hill.com.

Logging In

Use your **Master Code Holder Username** and **Password** to **Log In** to ConnectED.

1. Go to <http://connected.mcgraw-hill.com>.
2. Enter your **Username** and **Password** and click **Login**.

ConnectED displays the **Set Password** dialogue box (first **Login** only).

3. Complete the **Set Password** dialogue box and click **Set password**.

Tip: Be sure to write down your **Challenge Question** and **Personal Answer** and keep them in a safe place in case you forget your **Password**.

ConnectED displays a **McGraw-Hill License Agreement**.

4. Read the **Agreement** and click **Agree**.

Your **Password Change** is complete. Click **OK** to continue.

ConnectED displays the **Select Your School** dialogue box.

5. Enter the zip/postal code for you **School** or **School District** and click **Search**.

ConnectED displays the **Search Results**.

6. Locate and select your **School** or **School District** and click **Finish**.

ConnectED displays **My Home** page. You are now ready to **Redeem Master Codes** and access **Master Code Holder** functions.

OR

Click **Add New School** to add your **School** or **School District**.

7. Complete the **Add Your School** dialogue box and click **Finish**.

ConnectED displays **My Home** page. You are now ready to **Redeem Master Codes** and access **Master Code Holder** functions.

Managing Master Codes

Teachers use **Master Codes** to register for ConnectED and to access online **Content**.

As a **Master Code Holder**, you have the responsibility to share **Master Codes** with your teachers.

To view the **Master Codes** associated with your **Account**, from **My Home** page:

- Click **Manage Master Codes** at the upper right.

ConnectED displays the **Manage Master Codes** page.

Master Codes for distribution to, and **Redemption** by, **Teachers** appear in the **Master Code** column.

Viewing Master Code Details

ConnectED associates a *single* **Master Code** with each of your **Subscription ISBNs** and consolidates all license purchases for the same **Subscription ISBN** under a single **Master Code**.

ConnectED Quick Start Guide--Master Code Holder

To view **Master Code** details:

- Click the **Plus Sign** by the selected **Master Code**.


ConnectED displays the **Master Code** details (Figure 1).

• • *Manage Master Codes*

Master Codes

Account: [REDACTED]
[Click here for a template to distribute Master Codes to your teachers](#) Print

Master Code List

	Title	Subscription ISBN	Master Code	Total Seats	Seats Available	Redemption Codes								
	World History Student Edition	[REDACTED]	[REDACTED]	1000	1000	0								
			<table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Seats Purchased</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>09/01/2011</td> <td>08/29/2017</td> <td>1000</td> <td>ACTIVE</td> </tr> </tbody> </table>	Start Date	End Date	Seats Purchased	Status	09/01/2011	08/29/2017	1000	ACTIVE			
Start Date	End Date	Seats Purchased	Status											
09/01/2011	08/29/2017	1000	ACTIVE											

Click link for template to distribute Master Codes.

Figure 1. Master Code Details

ConnectEd provides a template to help you distribute **Master Codes**.

- Click the link where indicated.