HOW TO PURCHASE SIMNET AND REGISTER ON THE SIMNET WEBPAGE
--Please print this document and follow the steps--
You will only perform these document steps ONCE

- In order to use the SimNet website, you must purchase and register your SimNet account.
- There is a different SimNet registration process depending on whether you purchase SimNet online or purchase through the De Anza College bookstore.
  o You can purchase SimNet online (Registration Option 1 below). You must have a credit card or Paypal account.
  o You can purchase SimNet through the bookstore (Registration Option 2 below), but it will be more expensive. To purchase at the bookstore, you must go to the information counter and ask for the CIS 4 SimNet access code. (Note: If you are a financial aid student, and haven’t received funding yet, you can start your course with a 21-day trial period if you chose option 2 below).

**CHOOSE ONE OF THE FOLLOWING PURCHASE & REGISTRATION OPTIONS:**

- **REGISTRATION OPTION 1:** For those who would like to purchase and register for SimNet online (Follows steps below on pages 1-5 only).
- **REGISTRATION OPTION 2:** For those who already purchased the SimNet registration code at the De Anza bookstore (Follows steps starting on page 6).

**REGISTRATION OPTION 1 (Purchase SimNet Online)**

For those who would like to purchase and register for SimNet online. The following steps will guide you through the SimNet course registration process.

1. Click the “Access SimNet” link in Canvas, then click “Open Access SimNet” to access the SimNet log-in page shown below. (Note: You can alternatively access the SimNet login page by accessing this link directly [http://deanza.SimNetonline.com.](http://deanza.SimNetonline.com.)

When you see what is shown below, click the **No, I need to buy a License** button.

![SimNet login page](image_url)
2. The next screen asks you to confirm the school that you attend—DEANZA COLLEGE. Select the Yes radio button and click No to confirm that you do not already have a SimNet username and account. Then click Next to continue.

(Note: If you already have a SimNet username and password, please log in to SimNet and enter your registration code in the space provided on the My SimNet tab. Continuing through the self-registration process will result in a duplicate account.)

3. On the next screen, review the McGraw-Hill license agreement. Click the Check this box if you agree to the end user license agreement check box, and then click Next.

4. Click the name of the SimNet class for the quarter that you have enrolled i.e. Mark Sherby – (Computer Literacy Online) CIS 4, and then click Next.
5. Select SimNet 2013 - Suite (which includes Computer Literacy), and then click Next. (see below)

![Select the product required for your class:](image)

Note: The registration code will be automatically assigned to your SimNet login immediately following payment. All prices are listed in U.S. Dollar (USD).

6. Enter your SimNet registration information, and then click the Next button. All the information must be entered before you can complete the registration and purchase process.

![Enter your first and last names here. This is how your name will appear in the SimNet gradebook and reports.](image)

![Be sure to enter your De Anza Student ID here.](image)

![Passwords are case sensitive.](image)

![Remember that your instructor will see your username in the gradebook and SimNet reports. Use something appropriate and easy for you to remember.](image)

7. Next, select your method of payment – either a credit card (or debit card that can also be used as a credit card) or a PayPal account. Click Next.
7a. If you selected a credit card, the next screen will ask for your credit card and billing information. Enter your information, and then click the Pay button to complete the purchase process. Be patient. The system may take a few minutes to process your payment. **Do not click the Pay button more than once, or your credit card may be charged multiple times.**

7b. If you selected PayPal, you will see a PayPal log in screen.

Enter your PayPal username and password, and click **Log In**. The SimNet system does not keep or track your PayPal log in information.
7c. Confirm your PayPal payment information, and then click **Pay Now**.

8. The next page confirms your purchase and SimNet registration. The system will also send you a receipt via email (using the email address you entered as part of your SimNet registration).

   **You will not receive a registration code – your account is created automatically for you.** Click the **Return to SimNet** button.

9. You have now completed your registration. Follow the steps below to start and navigate your SimNet course.
REGISTRATION OPTION 2 (If Purchase SimNet through De Anza Bookstore)

Important Note: If you have already completed the “Registration Option 1” procedure shown in the previous section, do not complete the “Registration Option 2” steps below!

☐ OPTION 2 For those students who already purchased the registration code at the De Anza College bookstore.

1. Click the “Access SimNet” link in Canvas, then click “Open Access SimNet” to access the SimNet log-in page shown below. (Note: You can alternatively access the SimNet login page by accessing this link directly http://deanza.SimNetonline.com.)

When you see what is shown below, click the No, I need to buy a License button.

2. The next screen asks you to confirm the school that you attend—DE ANZA COLLEGE. Select the Yes radio button and click No to confirm that you do not already have a SimNet username and account. Then click Next to continue.

(Note: If you already have a SimNet username and password, please log in to SimNet and enter your registration code in the space provided on the My SimNet tab. Continuing through the self-registration process will result in a duplicate account.)
3. On the next screen, review the McGraw-Hill license agreement. Click the **Check this box if you agree to the end user license agreement** check box, and then click **Next**.

4. Click **“Your instructor’s name, COMPUTER LITERACY”** for the **quarter** you are enrolled, and then click **Next**.

5. Enter your **registration code** in the space provided from the packet you purchased at the bookstore, and then click **Next**. (If you have questions about the 21-day free trial, contact SimNet technical support).

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If you are a financial aid student and have not received funding yet, click here to get started.

Enter your SimNet registration code here. Registration codes are usually all upper case letters with no ones or zeros.
IMPORTANT: If you use the 21-day free trial, I cannot see you in my Gradebook. YOU MUST PURCHASE THE ACTUAL SOFTWARE BY SUNDAY OF THE FIRST WEEK OF SCHOOL OR YOU WILL BE DROPPED.

6. Enter your SimNet registration information, and then click the Next button. All the information must be entered before you can complete registration.

   Enter your first and last names here. This is how your name will appear in the SimNet gradebook and reports.

   Enter your email address here.

   Be sure to enter your De Anza Student ID here.

   Passwords are case sensitive.

   Remember that your instructor will see your username in the gradebook and SimNet reports. Use something appropriate and easy for you to remember.

7. The final page confirms your registration information. If this information is correct, your registration is complete. You can throw away the registration code, as it is only good for a single registration. Click the Finish button to return to the main page.

8. You have now completed your registration. Follow the instruction given in class to start and navigate your SimNet course.