

How to Enroll as a New Student or Trainer in Achieve

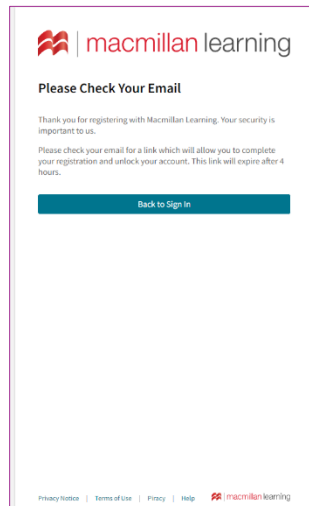
1. Once you receive your course materials, open the Workbook or Trainer Manual to find your Course ID and your Access Code.
2. Go to <https://achieve.macmillanlearning.com>
3. Create an account
 - a. Click Create Account in the top right



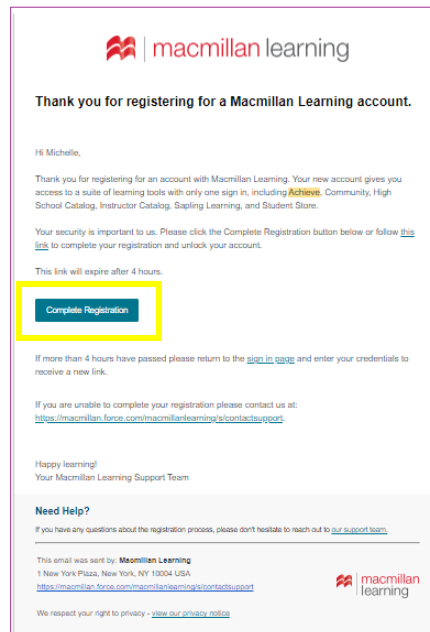
- b. Fill out your information. In the Primary School or Institution field, type International Hearing Society.

- c. Click Create Account at the bottom to submit.

4. You will receive a verification email from noreply@macmillan.com with the subject line, "Macmillan Learning Registration."



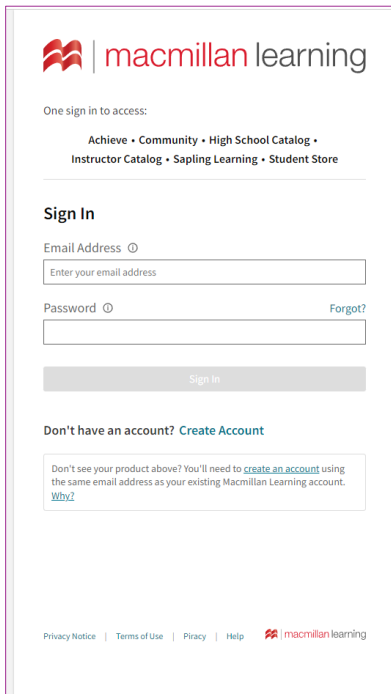
5. Click the Complete Registration button to verify your account.



- a. Don't see the email right away? Check your spam/junk folder. Tried again and don't see it in either location? Get help from the Macmillan support team by chatting with them here:

<https://macmillan.force.com/macmillanlearning/s/chat-with-us>

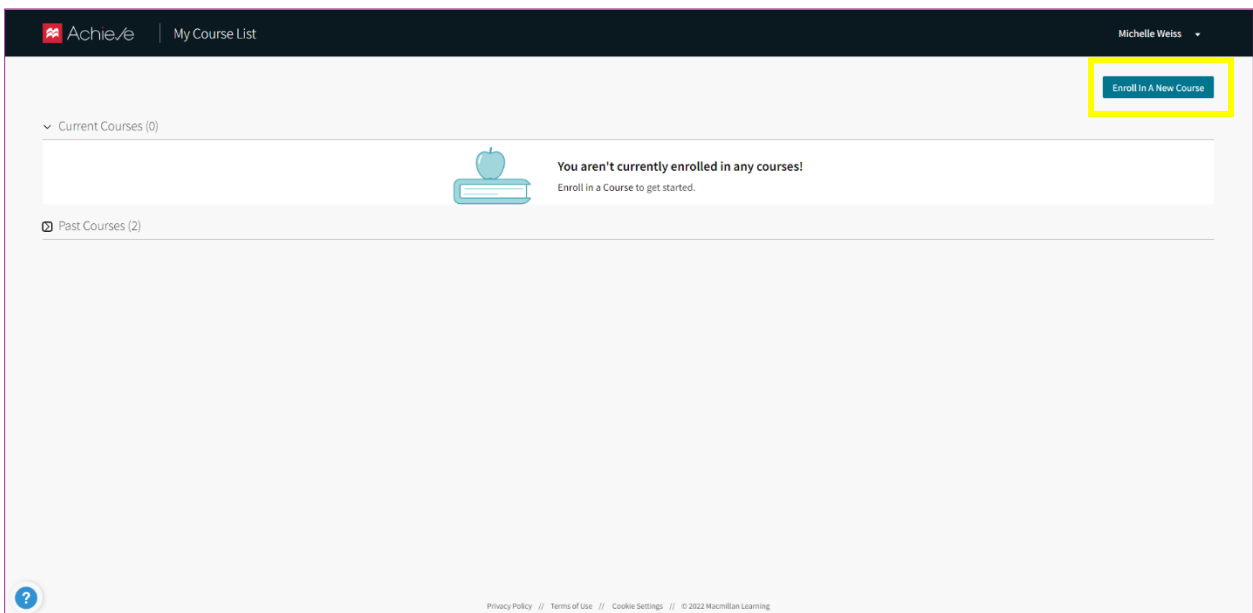
6. Sign in with your email and password.



The image shows the Macmillan Learning sign-in page. At the top is the Macmillan Learning logo. Below it, a list of services is provided: Achieve, Community, High School Catalog, Instructor Catalog, Sapling Learning, and Student Store. The 'Sign In' section contains fields for 'Email Address' and 'Password', each with an eye icon for toggling visibility. A 'Forgot?' link is next to the password field. A 'Sign In' button is below the fields. A link to 'Create Account' is provided for users without an account. A note at the bottom states that users must use the same email address as their existing Macmillan Learning account. Footer links include Privacy Notice, Terms of Use, Privacy, Help, and the Macmillan Learning logo.

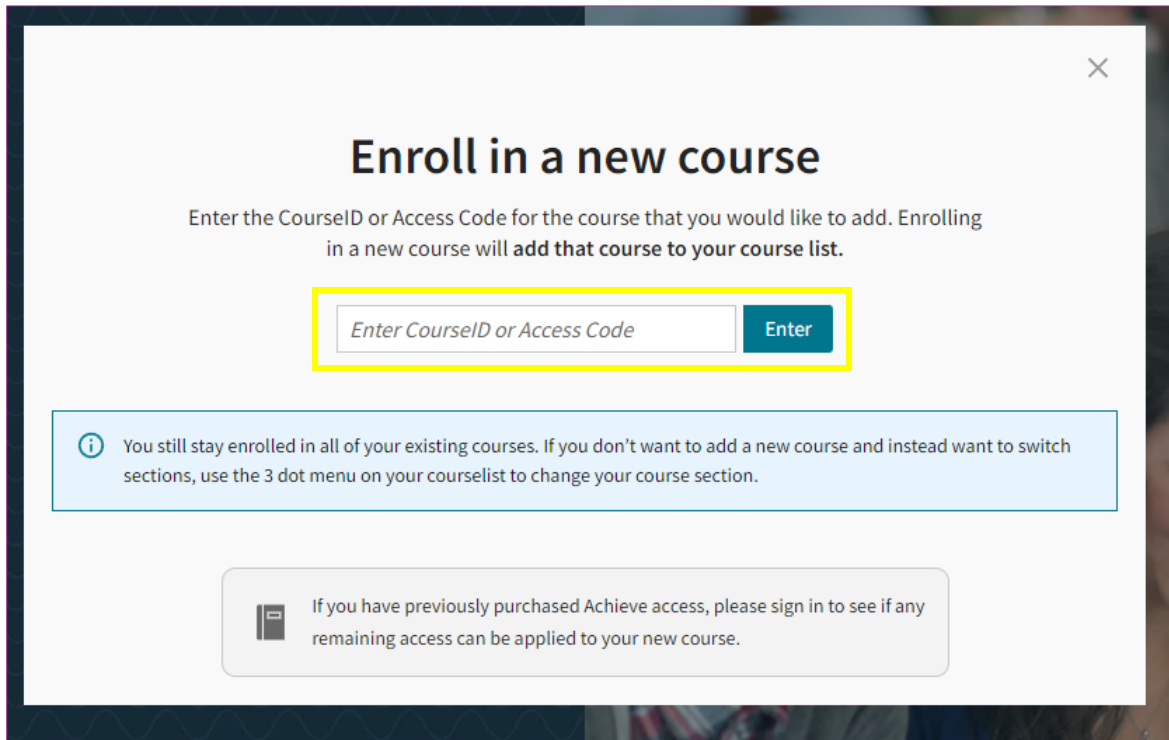
7. Enroll

a. From the account page, click **Enroll In A New Course** in the top right.



The image shows the Macmillan Learning account page. The top navigation bar includes the Achieve logo, 'My Course List', and the user's name 'Michelle Weiss'. A yellow box highlights the 'Enroll In A New Course' button in the top right corner. The main content area shows 'Current Courses (0)' and 'Past Courses (2)'. A message states 'You aren't currently enrolled in any courses! Enroll in a Course to get started.' with an apple icon. The footer includes a help icon, Privacy Policy, Terms of Use, Cookie Settings, and copyright information for 2022 Macmillan Learning.

- b. On the enrollment page, enter the CourseID from the sticker on the inside cover of your Workbook or Trainer Manual



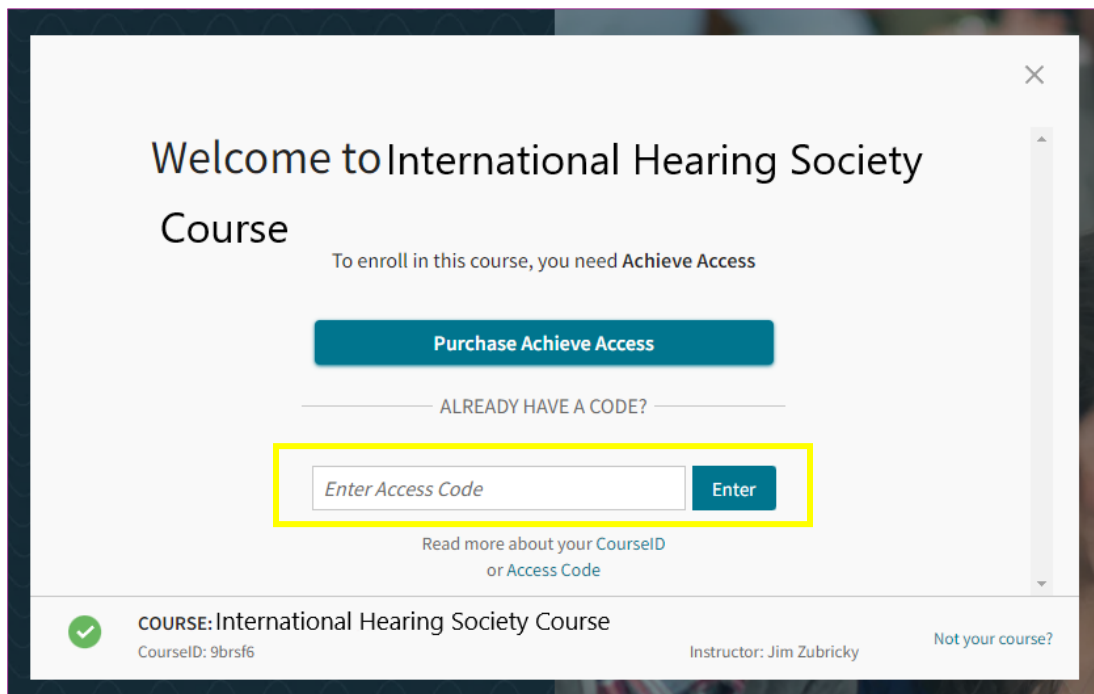
Enroll in a new course

Enter the CourseID or Access Code for the course that you would like to add. Enrolling in a new course will add that course to your course list.

You still stay enrolled in all of your existing courses. If you don't want to add a new course and instead want to switch sections, use the 3 dot menu on your courselist to change your course section.

If you have previously purchased Achieve access, please sign in to see if any remaining access can be applied to your new course.

- c. Enter the Access Code from the box on the sticker



Welcome to International Hearing Society Course

To enroll in this course, you need Achieve Access

ALREADY HAVE A CODE?

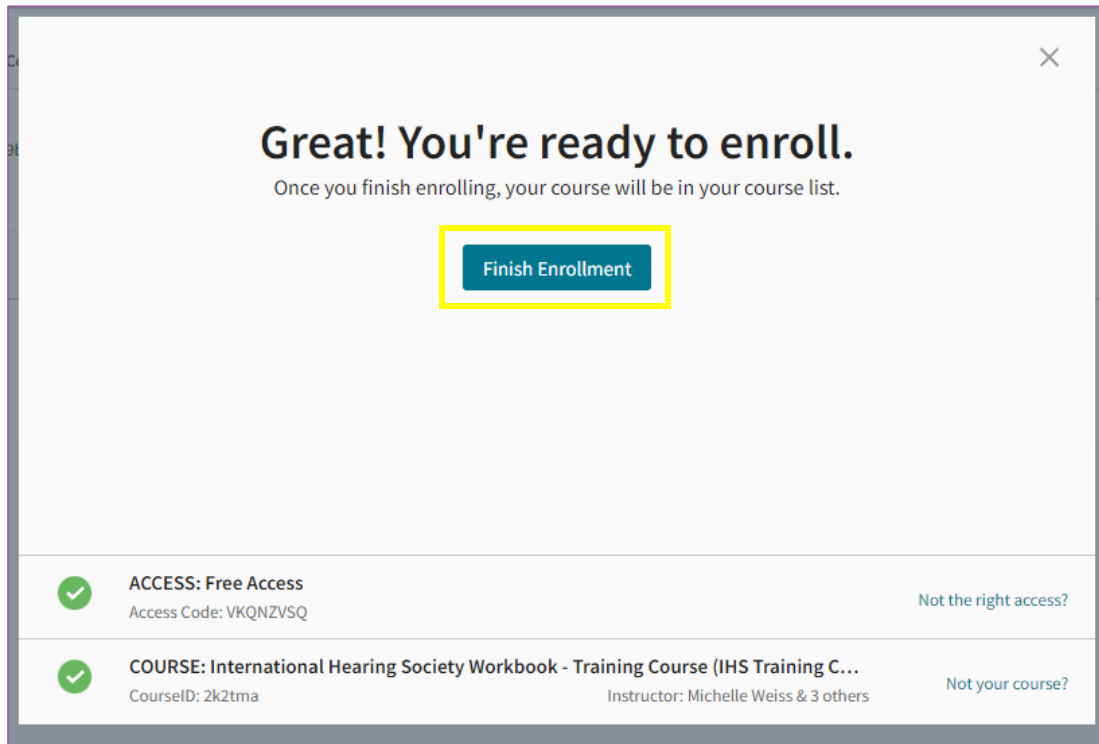
[Read more about your CourseID or Access Code](#)

☒ **COURSE: International Hearing Society Course**
CourseID: 9brsf6

Instructor: Jim Zubricky

[Not your course?](#)

d. Click the Finish Enrollment button



8. **Congratulations, you're enrolled!**

Click the name of the course in your course list to begin.