Electronic Cloud Version

Systems Understanding Aid

E

Materials

REGISTRATION

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eSUA Course Retake

Click here to watch a short video with instructions to purchase the eSUA retake at a discounted price.

QuickBooks Online Users Please Note:

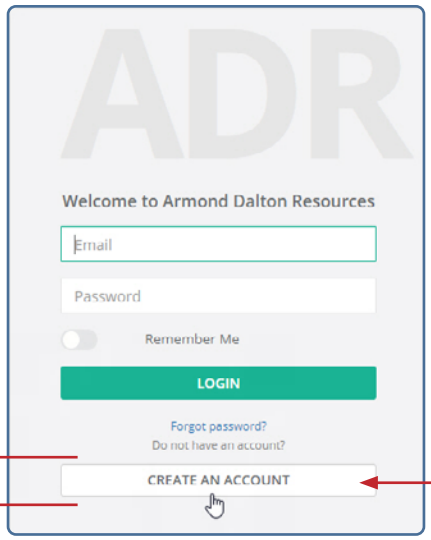
- You must verify both the eSUA book code and the QuickBooks Online book code for the Section code from your professor to work as instructed on page E-6.

- If you purchased access cards for both the eSUA and the QuickBooks Online text from your local bookstore, the codes on the cards act differently.
    - eSUA code = Book code to be entered on the Armond Dalton Resources site as instructed on page E-6.
    - QuickBooks Online code = Coupon code that is used to storefront at zero dollars. Download the QuickBooks Online eMaterials for detailed instructions.

REGISTER ON THE ARMOND DALTON RESOURCES WEBSITE

To register on the Armond Dalton Resources website (www.armonddaltonresources.com), complete the following steps:

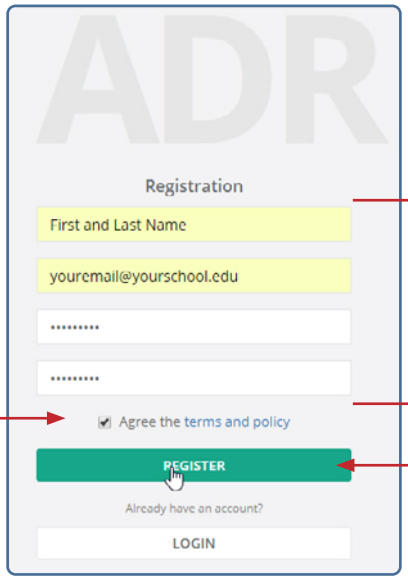
Click Login.



Click Create an Account.

Note: If you cannot see the "CREATE AN ACCOUNT" button, your screen is zoomed in too much.

Zoom out on the screen an you will see the button. You can press Ctrl and "–" together to zoom out as well as zooming out in your settings.

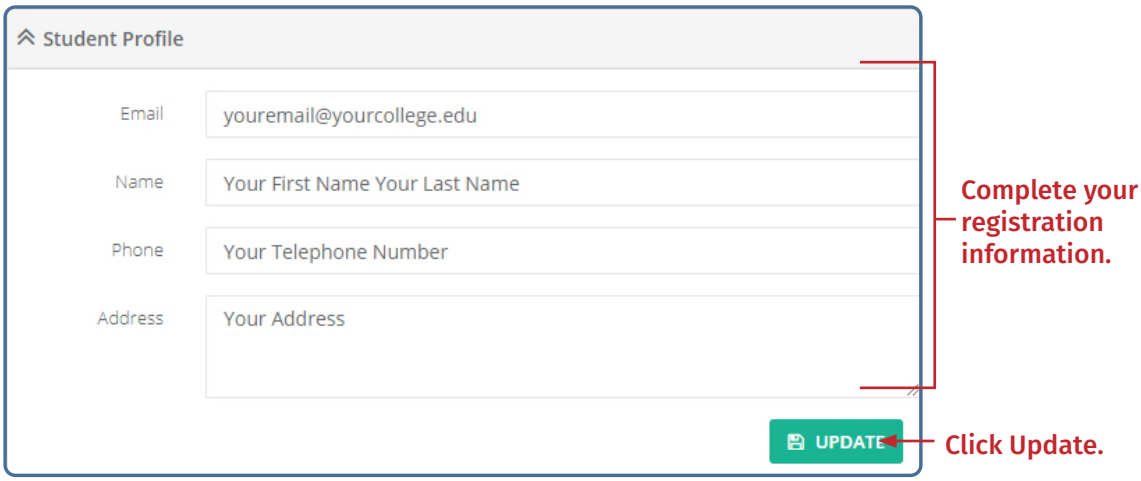


Register using your ***school*** email address.

Check to agree to the terms and policies.

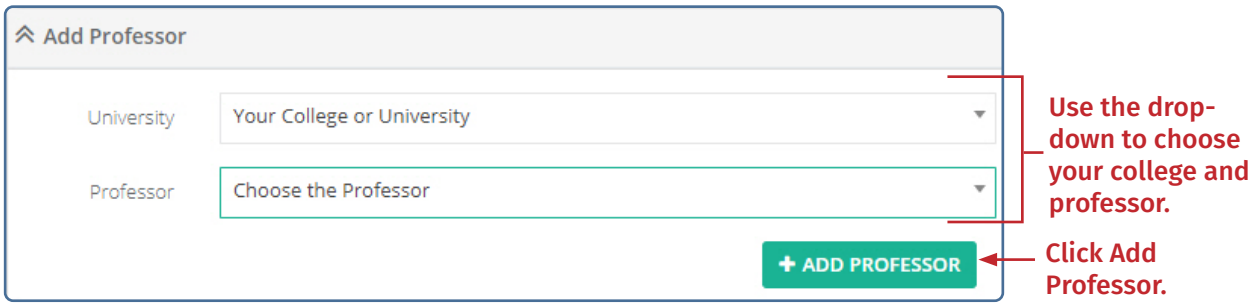
Click Register.

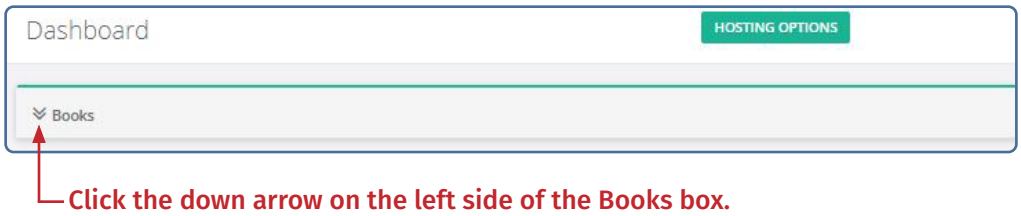
After your registration is complete, the Dashboard window will appear.



Colleges are listed alphabetically by proper name. If you attend University of Alaska, you would search Alaska, Univ of. If you have selecte the correct college and you do not see your instructor listed, please email adpub@armonddalton.com with your college and professor.

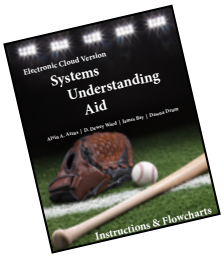
If you have more than one professor using the Armond Dalton Resources website, you are able to add another professor. Your professors will be listed under professors on the profile page.





- *Locate the (E-SUA) Electronic Cloud Version Systems Understanding Aid title in the Books table. Click Verify under the Action column.*

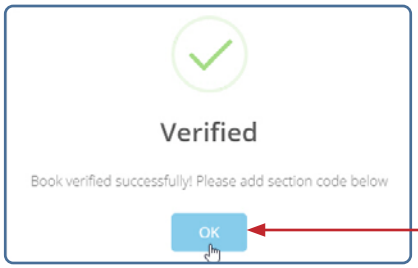
If you purchased an access card from your bookstore, the stickers on the access cards are delicate. Do not over scratch. Scratch very gently; do not try to remove the sticker If you over scratched your code please send us a picture of the entire sticker to adpub@armonddalton.com. We will be able to find your code for you. If your purchased the eSUA from the Armond Dalton online bookstore your code was sent in an email at the time of purchase. If you do not receive the email, be sure to check your spam folder. If the email is not in your spam folder send an email to adpub@armonddalton.com with your order number.



Type the One-Time Use Code from the front of your access card or from the E-SUA confirmation email into the Verify the Book box.

Click OK.

After entering a valid code, you will receive a message that your verification was successful. If you receive an error code, refresh your browser and try again.

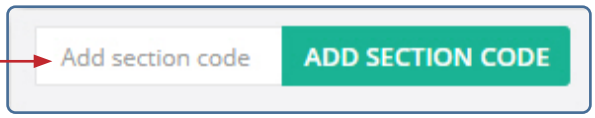


Click OK.

Once your code is verified, you are done in the book section. ***Ignore "Click to go" this is not applicable to the eSUA.***

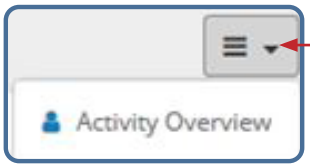
- ***IF YOU ARE USING QUICKBOOKS ONLINE*** *verify the book code that you were sent in an email from the online storefront.* (NOT THE CODE FROM YOUR COUPON CARD)
- *Scroll down below the Books table. You will see a box where you can enter the Section code you received from your professor.*

Enter the Section code and click Add Section Code.



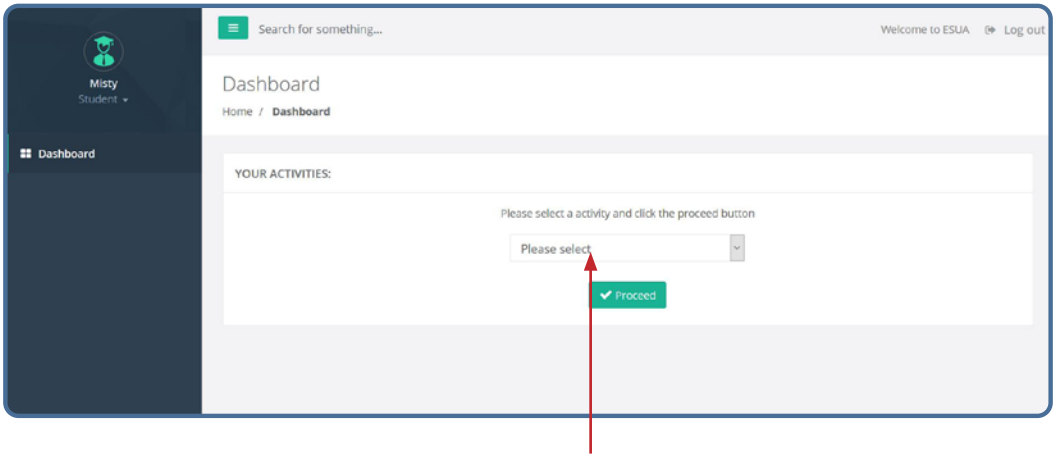
Your course information will populate in the sections area of the dashboard. If it does not automatically populate, press F5 to refresh.

Click the drop-down arrow under Action.



Click Activity Overivew.

You will then be redirected to the ESUA site.



Click the drop-down under "Your Activities" to select the activity/assignment.

Important Information

- Please watch the tutorial videos and read the Website Instructions located in the Instructions, Flowcharts, and Reference drop-down menu. DO NOT SKIP THESE INSTRUCTIONS.
- **DO NOT CLICK AUTO GRADING UNTIL YOU HAVE COMPLETED YOUR ASSIGNMENT.** Your professor has chosen from a range of 1-5 grading submissions allowed for each assignment. Because this is a professor choice, **CONSULT YOUR INSTRUCTOR ABOUT HOW MANY SUBMISSIONS YOU HAVE AVAILABLE FOR EACH ASSIGNMENT.** Do not waste an attempt to check your progress. **YOUR ATTEMPTS CANNOT BE RESET.**
- If you open a document and the fill in lines are not lining up, click F5 (or Command R for a MAC) to refresh your screen. This will fix the alignment issue.