

# GET STARTED USING HAWKES

## Before Getting Started:

1. Hawkes CourseID: **AUGUSTASTATEIMA**
2. Instructor Name: \_\_\_\_\_
3. Course Section: \_\_\_\_\_

**NOTE:** Do NOT purchase used software (from other students or online vendors). The software is licensed to the original purchaser only.

## Step 1: Install the Software

**Option 1- PC Users Only:** Use the installation disks.

1. Insert CD#1 in your computer and follow the directions in the Setup Wizard.
2. When prompted for the Hawkes CourseID enter: **AUGUSTASTATEIMA**

**Option 2- PC or Mac Users:** Download from Hawkes website.

1. Go to [hawkeslearning.com](http://hawkeslearning.com) and select "Download the software".
2. Choose the product to download.
3. Select either **Student Install for PCs** or **Student Install for Mac** and then "Run".
4. When prompted for the Hawkes CourseID enter: **AUGUSTASTATEIMA**

## Step 2: Get Your Access Code

1. Go to [hawkeslearning.com](http://hawkeslearning.com)
2. Click "Get Your Access Code"
3. Select:
  - a. **Register:** If you have already purchased your materials and need to register the license number on the yellow sticker
  - b. **Purchase:** If you need to purchase an Access Code.
4. Fill out the form with all of the necessary information.
5. Select "Submit" to receive your personalized Access Code.
6. Copy the Access Code as it will be necessary to type or paste the code into the software in STEP 3

## Step 3: Enroll in your course

1. Double click on the Hawkes Learning Systems icon from your desktop.
2. Type or paste in your code and select "OK."
3. Save your Access Code when prompted to a USB memory stick or to your computer for future use.  
**\*\* Once the Access Code is saved, you will be able to use the "Load from file" option.**
4. Choose your instructor and section from the drop down menus. Select "Enroll".

You are now ready to complete assignments for this course!

**TIP:** Watch the **Video Tour**, located under the **Help Menu**, to learn more about the software.

## Step 4: Complete Assignments

The Certify Mode is your assignment. Once you have completed a lesson, a certification code will appear. **Save this code!**

- **If connected to internet**, you will automatically receive credit in your instructor's grade book.
- **If not connected to the internet**, you will need to submit the code to the grade book:
  1. **Save** the certification code to a memory stick
  2. From a computer with internet access, go to [course.hawkeslearning.com/AUGUSTASTATEIMA](http://course.hawkeslearning.com/AUGUSTASTATEIMA)
  3. Select the **Submit Certificate(s)** tab
  4. **Browse** to the location where the certification code was saved and click **Submit Certificate**

**\*\*\*Be sure to submit the certification code ON or BEFORE the due date to receive FULL credit**

## View Your Progress Report

Visit [course.hawkeslearning.com/AUGUSTASTATEIMA](http://course.hawkeslearning.com/AUGUSTASTATEIMA) to find:

- ✓ Homework due dates
- ✓ Grade information
- ✓ Course materials
- ✓ Communication center

Questions? Visit [hawkeslearning.com/support](http://hawkeslearning.com/support).

