



## WELCOME TO THE CENGAGE ONLINE LEARNING ACCESS SYSTEM

We hope you will enjoy your new online learning experience! To access your online learning materials, you must first have an account set up in the Cengage Single Sign-on System. To set up your account, go to:

<http://login.cengage.com>

**Step 1:** If you do not already have a Cengage Learning account set up, click on the **New Student User?**

**Step 2:** Enter the Access Code that your teacher gives you and Click **Continue**.

**STEP 3:** Select Your Institution or Confirm Institution Information and Click **Continue**


**STEP 4:** Complete the information requested on the form. You will also be asked if you are 13 years or older, and whether you would like to see additional Cengage services. Once you have completed all of the information on the form click **I Agree** and then click **Continue**. **IMPORTANT NOTE:** Be sure to keep your password in a safe place, since you will be asked for this information each time you need to use these materials.

**STEP 5:** You should now have access to the eBook. Click **Open**.


[My Home](#) [My Account](#)

### My Home


#### My Courses & Materials

 **Microsoft® Office 2010: Introductory , 1st Edition**  
Gary B. Shelly, Misty E. Vermaat


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 **Interactive eBook for Shelly/Vermaat's Microsoft® Office 2010: Introductory** [Open](#)  
180 days remaining

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 **Office Suites CourseMate for Shelly/Vermaat's Microsoft® Office 2010: Introductory** [Open](#)  
180 days remaining

**Free Resources:**


 **Free Study Tools** [Open](#)

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#### Have Another Product to Register?

Register another Access Code. For Aplia, CengageNOW, or MindTap enter your Course Key.

 [Register](#)

 Successfully registered Office Suites CourseMate with eBook Instant Access Code for Shelly/Vermaat's Microsoft® Office 2010: Introductory for your account [What's this?](#)

[Find Product with Free Access](#)

#### Support: Need help?

##### FAQs

Read our [FAQs](#) or contact us via the options below.

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##### Customer Service

Questions about an order or purchase?

For Fastest Response:  
[http://www.cengage.com/cs\\_support/index.html](http://www.cengage.com/cs_support/index.html)

866-994-2427  
Mon - Fri, 8:00 a.m. - 6:00 p.m.  
Eastern