

Instructions for Purchasing and Registering an Online Access Code

If you purchased an Access Card at the bookstore, skip to step 10.

If you would like to purchase an Access Code directly from the publisher, proceed to step 1.

**PLEASE NOTE: THIS EXAMPLE USES  
THE *UNIVERSITY OF IOWA* AS AN  
EXAMPLE, AND *DEFINING THE  
MAINSTREAM* AS AN EXAMPLE.**

**PLEASE USE YOUR OWN INSTITUTION  
AND SELECT THE APPROPRIATE  
PUBLICATION.**

## Purchasing an Access Code from Great River Technologies

1. Click on the link below or copy it into your browser bar: [www.grtep.com](http://www.grtep.com) , you will see this screen:

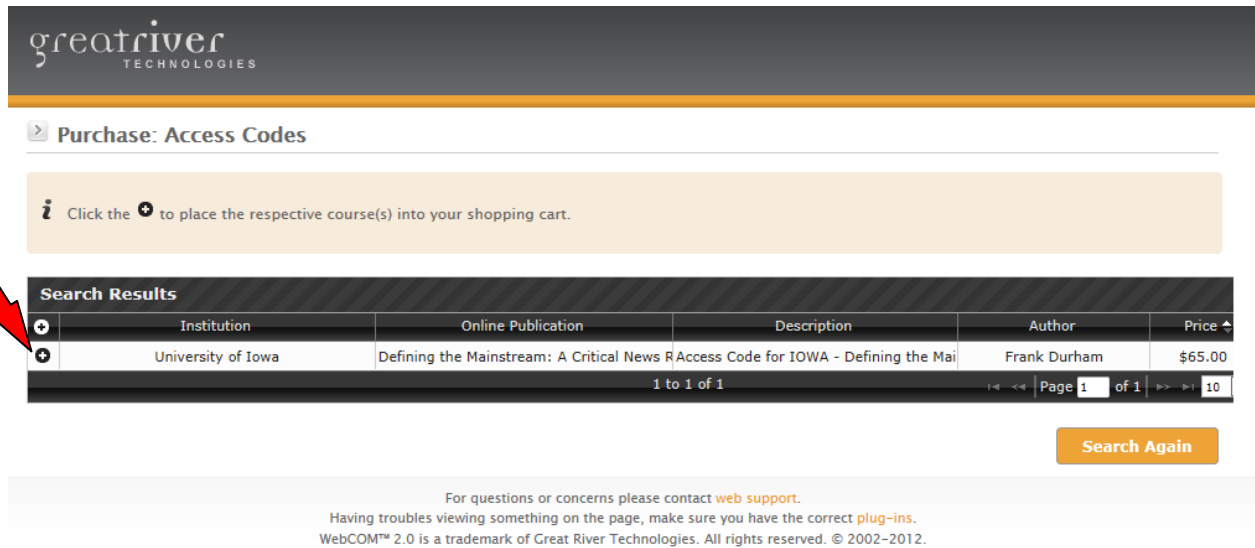
The screenshot shows the Great River Technologies website header with the logo. Below the header are two forms: a Login form and a Register form. The Login form has fields for Username (with a note "This is your e-mail address") and Password, and a "Login" button. The Register form has an "Access Code" field and a "Register" button. A red arrow points to a link that says "No Access Code? Purchase Access Codes" located below the Access Code field in the Register form.

2. Click on the “Purchase and Access Code” link within the “Register” box, underneath the Access Code entry field. This will bring you to the Great River Technologies secure ecommerce engine. Select your school, **University of Texas Austin**, from the Institution dropdown menu (the example below is for the University of Iowa). Select the Online Publication Name “**Introduction to Computer Programming with Python**” from the second dropdown.

The screenshot shows the "Purchase: Access Codes" page. It features a form with two dropdown menus: "Institution" and "Online Publication". The "Institution" dropdown menu is currently set to "-- Please select an institution --" and is highlighted with a red arrow. Below the dropdowns is a "Search" button. A footer contains contact information and copyright details.

The screenshot shows the "Purchase: Access Codes" page with the "Institution" dropdown menu set to "University of Iowa". The "Online Publication" dropdown menu is now highlighted with a red arrow and shows a list of options, with "Defining the Mainstream: A Critical News Reader" selected. A "Search" button is visible below the dropdowns. A footer contains contact information and copyright details.

After selecting the institution and online publication, the screen below will allow you to select the appropriate publication to purchase. Click on the plus sign (+) to place the publication into the shopping cart. Your screen will show the Institution as **University of Texas Austin**, and an Online Publication Name "**Introduction to Computer Programming with Python**".



The screenshot shows the 'Purchase: Access Codes' section of the website. A red arrow points to a plus sign (+) in the search results table. Below the table is a 'Search Again' button. At the bottom, there is a footer with contact information and a copyright notice.

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Purchase: Access Codes

Click the + to place the respective course(s) into your shopping cart.

**Search Results**

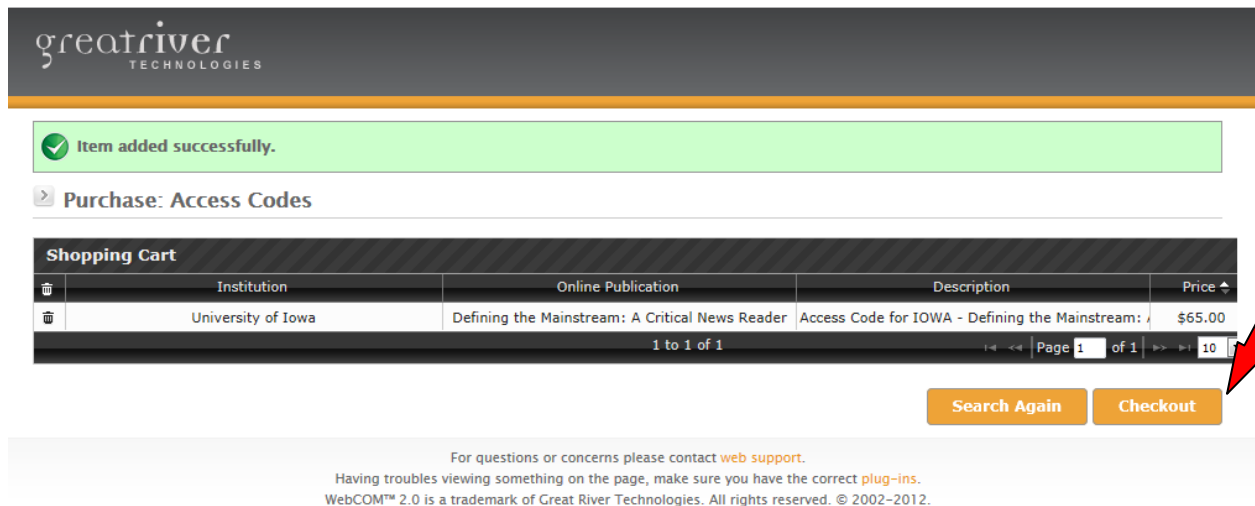
	Institution	Online Publication	Description	Author	Price
+	University of Iowa	Defining the Mainstream: A Critical News Reader	Access Code for IOWA - Defining the Mainstream:	Frank Durham	\$65.00

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Search Again

For questions or concerns please contact [web support](#).  
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- Once you have successfully added an online publication to your shopping cart, indicated by a green bar, a "checkout" button will appear below the shopping cart.



The screenshot shows the 'Shopping Cart' section of the website. A green bar at the top indicates 'Item added successfully.' Below the table is a 'Checkout' button. At the bottom, there is a footer with contact information and a copyright notice.

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Item added successfully.

Purchase: Access Codes

**Shopping Cart**

	Institution	Online Publication	Description	Price
	University of Iowa	Defining the Mainstream: A Critical News Reader	Access Code for IOWA - Defining the Mainstream:	\$65.00

1 to 1 of 1 Page 1 of 1 10

Search Again Checkout

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4. Clicking on the “Checkout” button will initiate the following screen. Please enter your billing information, including your campus email address (which ends in @utexas.edu). **Use your “campus” email for the email address.**

Be certain this is the billing address for the credit card you are using to complete this purchase. If the billing address and shipping address are the same, check the box at the bottom of the form, and click continue, skipping step six.

If you are living at an address other than the billing address, click continue to enter the shipping address as shown in step six.

**Billing Information**

**Customer**

First Name \* Timothy

Last Name \* Shade

Phone \* 563-589-1260

Address \* Address 1  
1000 University Avenue  
Address 2

City \* Iowa City State \* Iowa ZIP \* 52240

Country \* United States

Email Address \* tshade@greatrivertech.net  
This is where your access codes will be sent

Verify Email Address \* tshade@greatrivertech.net

Check this box if Shipping Address is same as Billing Address

Continue

Use your campus email here.

5. Please enter your shipping information, including your University email address. **Use your “campus” email for the email address.**

Be certain this is the billing address for the credit card you are using to complete this purchase. If the billing address and shipping address are the same, check the box at the bottom of the form, and click continue, skipping step six.

If you are living at an address other than the billing address, click continue to enter the shipping address as shown in step six.

Purchase: Access Codes Shopping Cart

### Shipping Information

**Customer**

First Name \* Timothy

Last Name \* Shade

Phone \* 563-589-1260

Address \* Address 1  
1000 University Avenue

Address 2

City \* Iowa City State \* Iowa ZIP \* 52240

Country \* United States

Email Address \* tshade@greatrivertech.net  
This is where your access codes will be sent

Verify Email Address \* tshade@greatrivertech.net

[Review Order](#)

Use your campus email here.

6. Confirm your billing and shipping information and click on "Finalize Order".

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Purchase: Access Codes Shopping Cart

**Billing Information**  
Timothy Shade  
1000 University Avenue  
Iowa City, IA 52240  
563-589-1260

**Shipping Information**  
Timothy Shade  
1000 University Avenue  
Iowa City, IA 52240  
563-589-1260

**Review Order**

Institution	Online Publication	Description	Price*
University of Iowa	Defining the Mainstream: A Critical News Reader	Access Code for IOWA - Defining the Mainstream:	\$65.00

1 to 1 of 1 Page 1 of 1

\*Please note that any applicable sales tax will be added to your total.

[Finalize Order](#)

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7. Enter your credit card information and click Submit. A receipt will be emailed to the address you specified on the shipping and billing address forms. It will look like the receipt on the following page. The receipt contain the Access Code you will need to register the account to use your online publication.

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**Name as it appears on the card**  
  
**Card Type**  
  
**Credit Card Number**   
**Security Code**   
**Expiration Date**  
  
[Submit](#)

For questions or concerns please contact [web support](#).  
Having troubles viewing something on the page, make sure you have the correct [plug-ins](#).  
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8. The receipt of your purchase of an access code for the online publication will be emailed to you. It contains the Access Code you will need to enter when registering the code.

From: websupport  
To: Tim Shade  
Cc:  
Subject: WebCOM: Access Code Receipt

Sent: Thu 10/18/2012 5:01 PM


### WebCOM: Access Code Receipt

Billing Information:		Shipping Information:		
Timothy Shade 1000 University Avenue Iowa City, IA 52240 563-589-1260		Timothy Shade 1000 University Avenue Iowa City, IA 52240 563-589-1260		

Institution	Online Publication	Description	Price	Access Code
University of Iowa	Defining the Mainstream: A Critical News Reader	Access Code for IOWA - Defining the Mainstream: A Critical News Reader (Ecommerce)	\$65.00	PSHBX-SPPGB-4N6RK-K8NBN

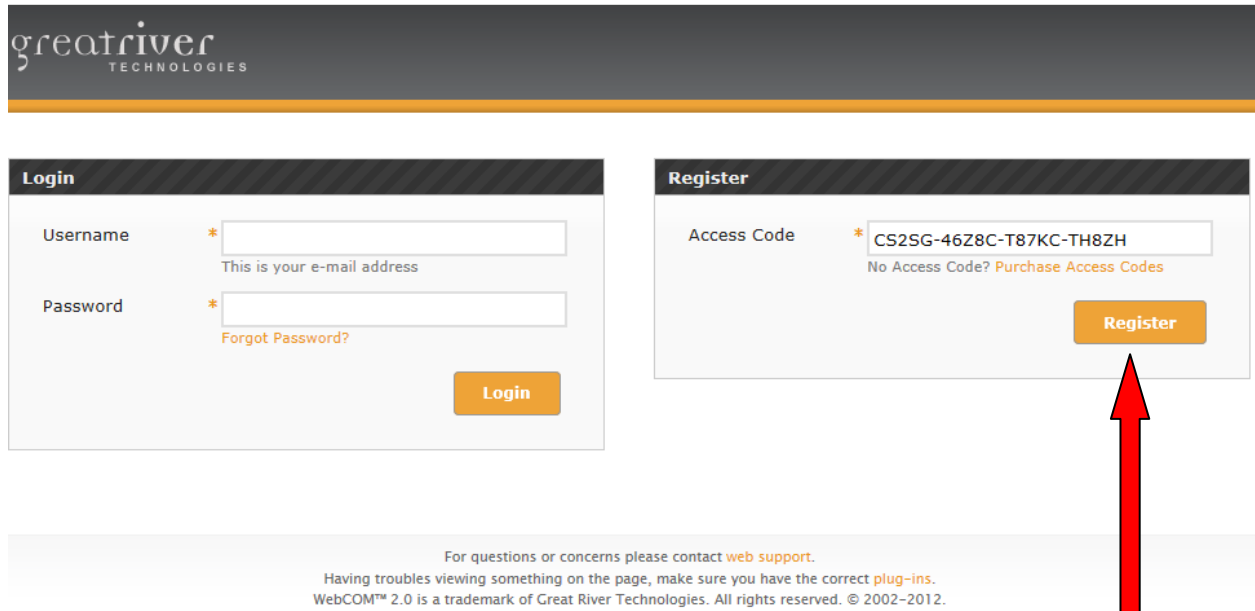
**Sub Total:** \$65.00  
**Tax:** \$0.00  
**Total:** \$65.00



## Registering an Access Code from Great River Technologies

Once you've purchased an Access Code, from either the bookstore or the Great River Technologies secure ecommerce engine, you need to register that code to be able to use the publication.

9. Click on the link below or copy it into your browser bar: [www.grtep.com](http://www.grtep.com) , you will see this screen:



The screenshot shows the Great River Technologies website interface. At the top left is the logo "greatriver TECHNOLOGIES". Below the logo are two main sections: "Login" and "Register".

The "Login" section contains two input fields: "Username" (with a red asterisk) and "Password" (with a red asterisk). Below the Username field is the text "This is your e-mail address". Below the Password field is a link "Forgot Password?". A "Login" button is located at the bottom right of the Login section.

The "Register" section contains an "Access Code" input field (with a red asterisk) containing the code "CS25G-46Z8C-T87KC-TH8ZH". Below the Access Code field is a link "No Access Code? Purchase Access Codes". A "Register" button is located at the bottom right of the Register section. A red arrow points upwards from the bottom of the page towards the "Register" button.

At the bottom of the page, there is a footer with the following text: "For questions or concerns please contact [web support](#). Having troubles viewing something on the page, make sure you have the correct [plug-ins](#). WebCOM™ 2.0 is a trademark of Great River Technologies. All rights reserved. © 2002-2012."

10. Enter the Access Code on your Access Card, or your receipt from your online purchase. Click the Register button



11. You will now Create your Account within the online publication. This requires four steps. Begin by filling in the appropriate information. **Use your "campus" email for the email address.** Click Submit in the lower right hand corner to complete the form.

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Create Your Account

Step 1 of 4

Create An Account

**Account Info**

Salutation	*	Mr.	
First Name	*	Timothy	
Middle Initial			
Last Name	*	Shade	
Email Address	*	tshade8120@hotmail.com	This will also be your username, and will require verification.
Confirm Email Address	*	tshade8120@hotmail.com	Re-Enter Email Address.
Password	*	●●●●●●●●	Password must be at least 7 characters
Confirm Password	*	●●●●●●●●	Re-Enter Password
Password Challenge Question	*	What is the name of the street that you grew up on?	
Password Challenge Response	*	Main	

Use your campus email here

The second step in establishing your user account is to verify the publication you are registering for. Click Next if it is correct. Your screen will show the Institution as **University of Texas Austin**, and an Online Publication Name **“Introduction to Computer Programming with Python”**.

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Account information saved

Choose Your Online Publication

Step 2 of 4

**Choose Your Online Publication**

Institution \* University of Iowa

Online Publication \* Defining the Mainstream: A Critical News Reader

Fields marked with an asterisk (\*) are required.

Next >

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13. The third step in the account setup process is to select the section of the course that you have registered for. Find the correct section, listed by section number, meeting time, and Instructor. Click Select next to the appropriate section.

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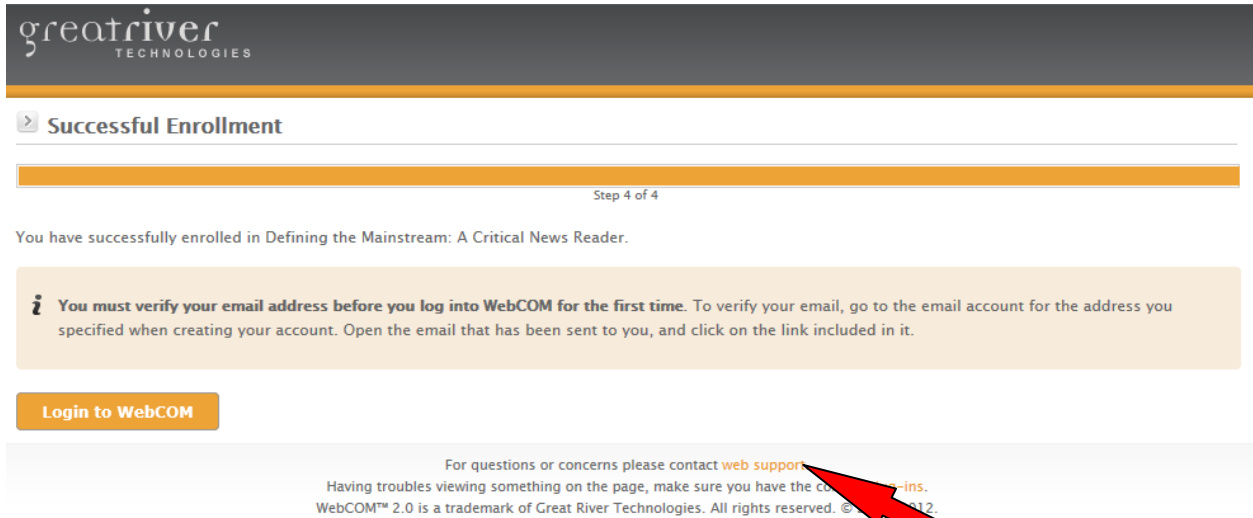
Choose Your Section

Step 3 of 4

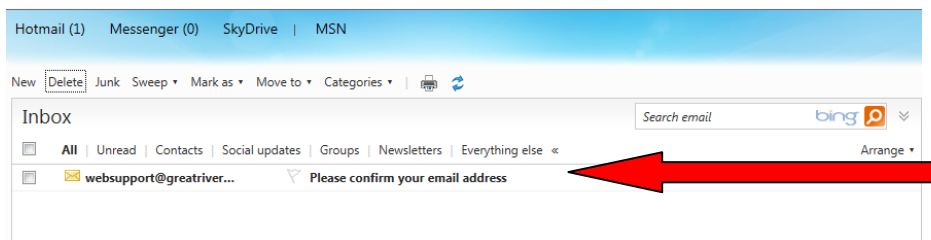
Section	Instructor	Notes	Select
Spring 13: A01 (9:30A - 10:20A F) (E132 AJB) (Christina Smith)			Select
Spring 13: A02 (9:30A - 10:20A F) (E138 AJB) (Theresa Zhang)			Select
Spring 13: A03 (10:30A - 11:20A F) (E220 AJB) (Jennifer Rothmeyer)			Select
Spring 13: A04 (11:30A - 12:20P F) (E232 AJB) (Xianwei Wu)			Select
Spring 13: A05 (12:30P - 1:20P F) (E220 AJB) (Xianwei Wu)			Select
Spring 13: A06 (1:30P - 2:20P F) (E146 AJB) (Andrea Weare)			Select
Spring 13: A07 (9:30A - 10:20A F) (E146 AJB) (Jennifer Rothmeyer)			Select
Spring 13: A08 (12:30P - 1:20P F) (E232 AJB) (Andrea Weare)			Select
Spring 13: A09 (12:30P - 1:20P F) (E238 AJB) (Theresa Zhang)			Select

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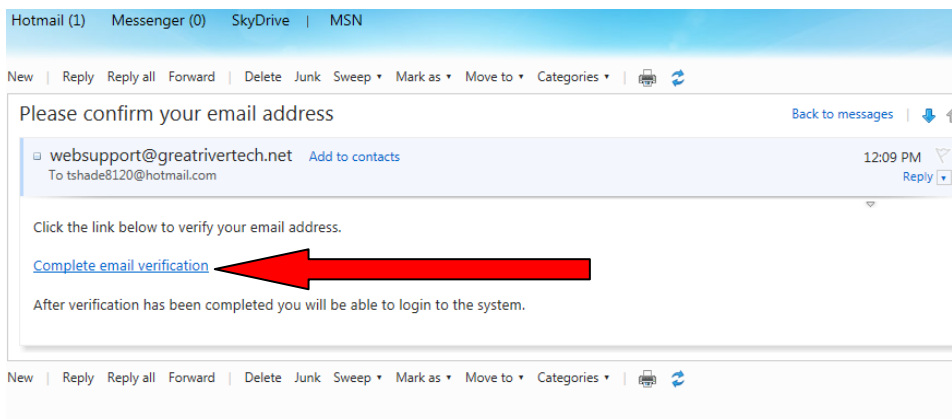
14. Step four will require you to respond to an email sent to the email account you specified during the registration process. **This should have been your campus email address, which ends in a “.edu”.**



15. Find the email from [websupport@greatrivertech.net](mailto:websupport@greatrivertech.net) in your email inbox. It may have been sent to your “Spam” file, or Junk file. If you do not see it in your inbox, check both of those. If you still cannot find it, contact websupport by clicking on the “web support” as shown in Step Four of the set up process.



16. Open the email and click on the link to confirm your email address is correct.



17. Once you have clicked the “Complete email verification” link, a new window will open, confirming that your email has been verified. Enter the username and password you specified during the account setup process above. The username is the email you used when setting up the account. **This should have been your campus email address, which ends in a “.edu”.**



✔ Your email address has been successfully verified. You can now login to the system.

**Login**

Username \*   
This is your e-mail address

Password \*   
[Forgot Password?](#)

**Register**

Access Code \*   
No Access Code? [Purchase Access Codes](#)

Use your campus email address



✔ Your email address has been successfully verified. You can now login to the system.

**Login**

Username \*   
This is your e-mail address

Password \*   
[Forgot Password?](#)

**Register**

Access Code \*

No Access Code? [Purchase Access Codes](#)

Once you have successfully logged into the publication, you should see the first page of **“Introduction to Computer Programming with Python”**.

