

## Instructions for ALEKS

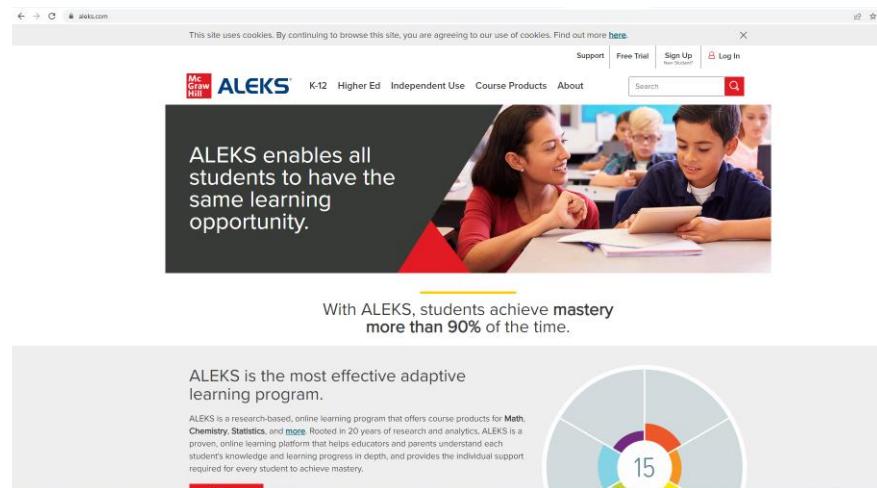
To take the placement online, you will need

1. A computer with an internet connection (**NOTE: Do not attempt to take an ALEKS test on a Chromebook computer, as ALEKS is not compatible on Chromebook machines.**)
2. A web camera
3. \$16 fee to online providers

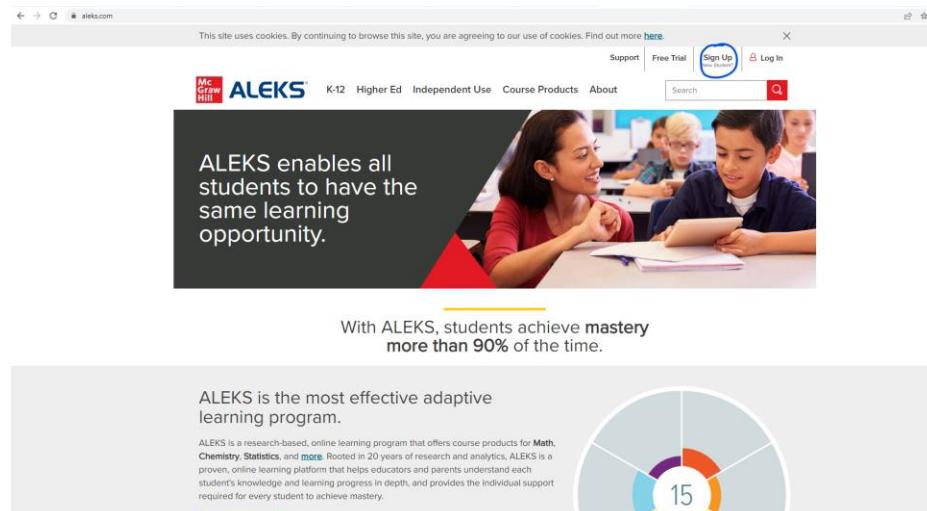
The online placement test is done through ALEKS. You will need to go through this registration process even if you have taken the ALEKS test at another institution.

How to register for an ALEKS account via Millersville University:

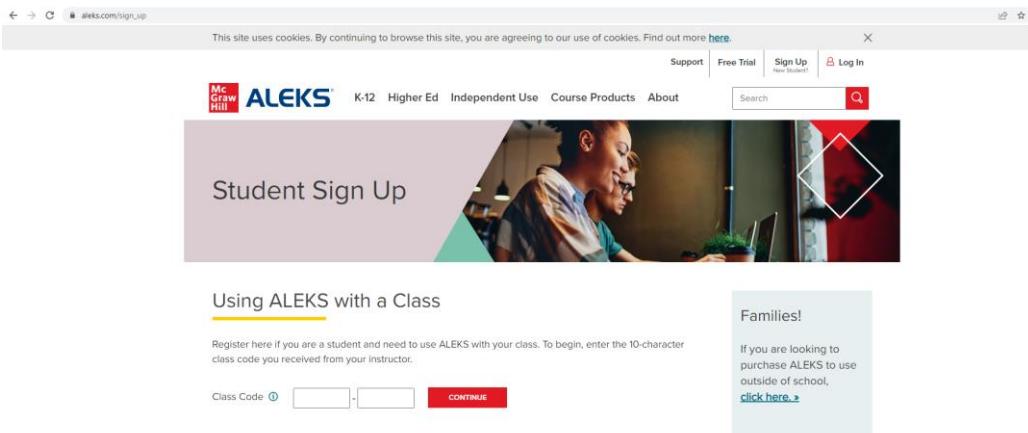
Go to ALEKS.com. Once you are on the website, this homepage will appear:



On the homepage, click "Sign Up" in the top-right corner of the page:



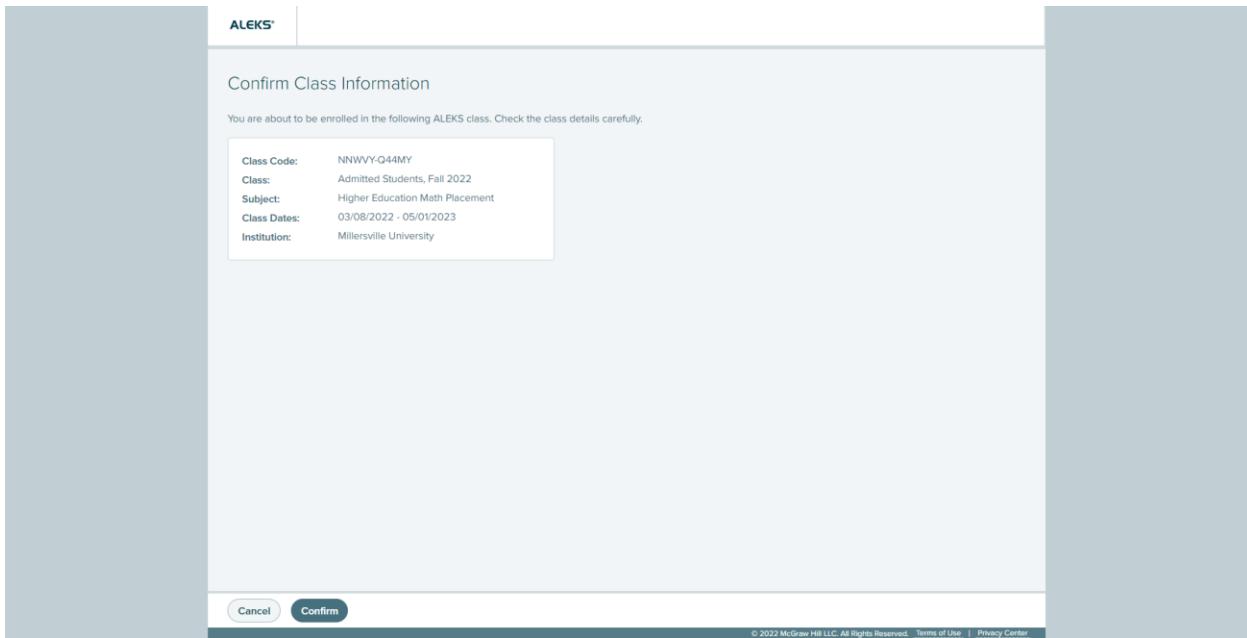
You will be taken to the page below. Enter Millersville University's **Class Code: NNWVY-Q44MY**



The screenshot shows the ALEKS website at aleks.com/sign\_up. At the top, there is a cookie consent banner: "This site uses cookies. By continuing to browse this site, you are agreeing to our use of cookies. Find out more [here](#)". Below it is a navigation bar with links for Support, Free Trial, Sign Up, and Log In. The main header features the McGraw Hill ALEKS logo. A large banner image shows two students working together on a laptop. Below the banner, the text "Student Sign Up" is displayed. To the right of the banner, there is a sidebar with the heading "Families!" and text about purchasing ALEKS for use outside of school, with a link "click here". The central content area has a yellow header "Using ALEKS with a Class" and a sub-instruction: "Register here if you are a student and need to use ALEKS with your class. To begin, enter the 10-character class code you received from your instructor." It includes a "Class Code" input field with a placeholder "(10 characters)" and a "CONTINUE" button.

Click "Continue".

This page will appear:



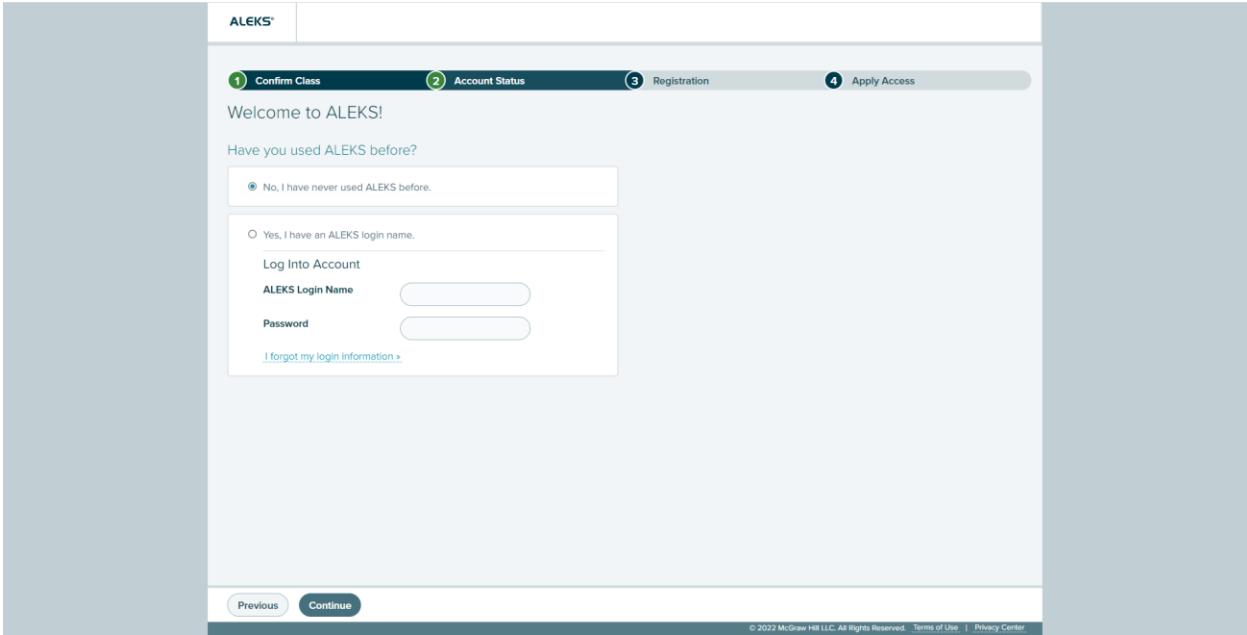
The screenshot shows a confirmation page titled "Confirm Class Information". It displays the following class details in a box:

Class Code:	NNWVY-Q44MY
Class:	Admitted Students, Fall 2022
Subject:	Higher Education Math Placement
Class Dates:	03/08/2023 - 05/01/2023
Institution:	Millersville University

At the bottom of the page, there are "Cancel" and "Confirm" buttons. A small footer note at the very bottom right reads: "© 2022 McGraw Hill LLC. All Rights Reserved. [Terms of Use](#) | [Privacy Center](#)"

Click "Confirm".

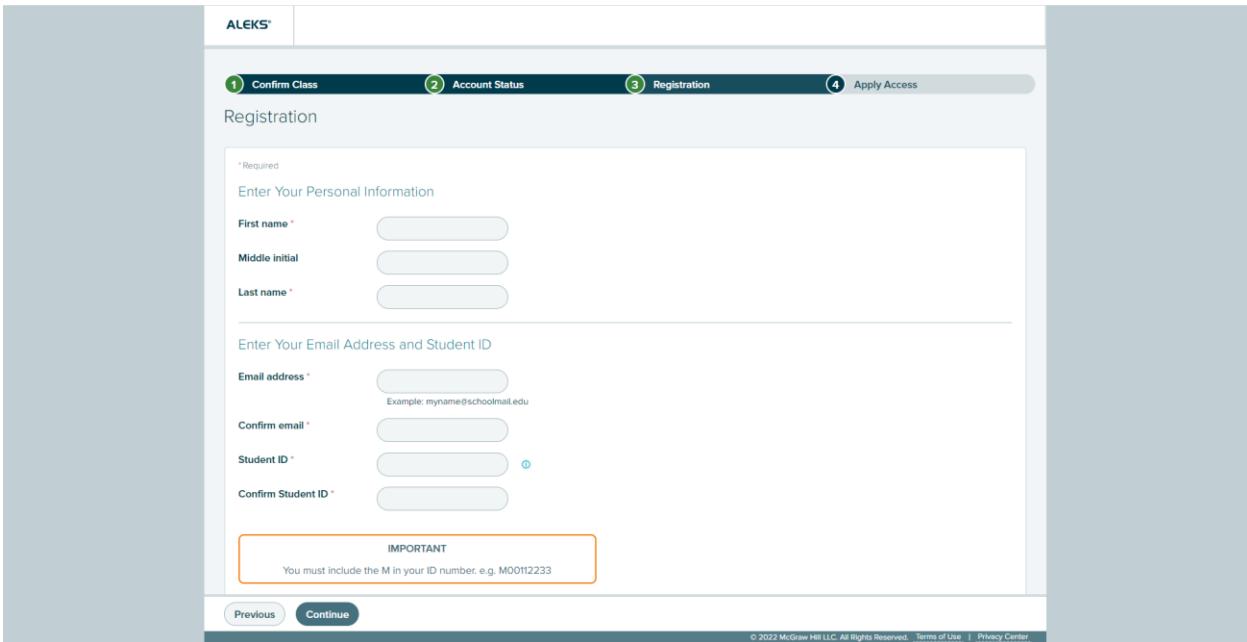
This page will appear:



The screenshot shows the ALEKS registration process at step 1: Confirm Class. The top navigation bar includes tabs for Confirm Class (highlighted in green), Account Status, Registration, and Apply Access. Below the tabs, a welcome message says "Welcome to ALEKS!" and asks if the user has used ALEKS before. Two radio buttons are shown: one selected for "No, I have never used ALEKS before." and one for "Yes, I have an ALEKS login name." Below these options is a "Log Into Account" section with fields for "ALEKS Login Name" and "Password". A link "I forgot my login information »" is also present. At the bottom of the page are "Previous" and "Continue" buttons, and a footer with copyright and privacy links.

If you have never taken an ALEKS test before, select “No, I have never used ALEKS before.” If you have taken an ALEKS test before, select “Yes, I have an ALEKS login name.” and enter your ALEKS login name and password. Click “Continue”.

**If you selected “No, I have never used ALEKS before.”**, this page will appear (you will need to scroll to see the rest of the page not shown below):



The screenshot shows the ALEKS registration process at step 2: Registration. The top navigation bar includes tabs for Confirm Class, Account Status, Registration (highlighted in green), and Apply Access. The main content area is titled "Registration" and contains two sections: "Enter Your Personal Information" and "Enter Your Email Address and Student ID". In the personal information section, fields for First name\*, Middle initial, and Last name\* are provided. In the email section, fields for Email address\* (with an example "myname@schoolmail.edu") and Confirm email\* are shown. Below these are fields for Student ID\* and Confirm Student ID\*. A note at the bottom of the page states: "IMPORTANT You must include the M in your ID number. e.g. M0011233". At the bottom are "Previous" and "Continue" buttons, and a footer with copyright and privacy links.

Enter in your information. Scroll down and create a password. Review the Terms of Use and click the box next to “I agree to the Terms of Use, Consumer Purchase Terms, and Privacy Notice”. Click “Continue”.

This page will appear:

The screenshot shows the ALEKS login information page. At the top, there are four tabs: 1. Confirm Class (highlighted in green), 2. Account Status, 3. Registration, and 4. Apply Access. Below the tabs, the heading "Login Information" is displayed. A message states: "You are now enrolled in Higher Education Math Placement. Make sure to remember your login name and password. You will need them every time you login to ALEKS." A "Login Name" input field contains a redacted value. At the bottom of the page are "Cancel" and "Continue" buttons, and a footer with copyright and privacy links.

Your Login Name will be the first letter of your first name, followed by the first letter of your middle name (if applicable) or the first letter of your last name, followed by three numbers. Click "Continue".

If you selected "Yes, I have an ALEKS login name.", this page will appear after entering your login information and clicking "Continue":



This page will appear:

The screenshot shows the ALEKS apply access page. At the top, there are four tabs: 1. Confirm Class, 2. Account Status, 3. Registration, and 4. Apply Access (highlighted in green). Below the tabs, the heading "Apply Access" is displayed. A question "Do you have an access code?" is followed by two radio button options: one selected ("No, I need to purchase an access code.") and one unselected ("Yes, I have an access code."). Below the radio buttons, there is a placeholder "Access Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_" with a help icon. At the bottom of the page are "Cancel" and "Continue" buttons, and a footer with copyright and privacy links.

You will need to purchase an access code to take the test via Millersville. Select "No, I need to purchase an access code." Click "Continue".

This page should appear:

The screenshot shows the ALEKS product information page. At the top right is a 'Help' link. The ALEKS logo is at the top center, with 'McGraw Hill' above it. Below the logo are two sections: 'Additional Information' and 'Personal Information'. Under 'Additional Information', there is a 'School' section with a 'Country' dropdown set to 'United States' and a 'School search' input field. Below these fields is a checkbox agreement for terms and conditions. At the bottom are 'Cancel' and 'Continue' buttons. To the right is a 'Product Information' section showing the product name 'ALEKS Placement, Preparation and Learning (ALEKS PPL)', the price '\$16.01', and a small thumbnail image of the product.

In the “School search” search bar, type in “Millersville” and select “Millersville Univ”. Click the box underneath. Click “Continue”.

Enter your information. Click “Continue”.

Review your information. Click “Payment”.

Enter your payment information. Click “Place Order”.

Your ALEKS dashboard should now have a module called “Admitted Students, Fall [year] / Higher Education Math Placement” in the “Active” section of your “My Classes” page. Double-click the module.

A page titled “[Your full name] – Dashboard” with six sections on the first page and four sections on the second page should appear. This is the homepage for your ALEKS math placement test.

A tool tutorial will come up and walk you through how to use the ALEKS tools in order to answer the questions on the placement exam.

Once the tool tutorial is completed, you will be able to take the first placement exam. In order to complete the placement exam, you will need to download Respondus Lockdown Browser. Select the start button and the bottom right hand side there will be an option to download Respondus Lockdown browser. This will take you to the ALEKS website to download. (Please note: Respondus Lockdown Browser isn't compatible with Chromebooks).

Once Respondus Lockdown Browser is downloaded, you will need to launch it inside of your ALEKS placement exam. (Please note if you run into any issues launching Respondus, call 1-800-338-3987 and ALEKS support will assist you. Hours Of Operation Monday-Friday: 8:00 AM to 8:00 PM EST or select the help tab in the right hand corner). You will have 3 hours to complete the placement exam.

Once the first placement exam has been completed, you will be prompted to select your learning prep module.

You will need to spend at least 5 hours in the review module before retaking the placement test and wait at least 72 hours since your previous test.

If you have problems with access or if you have other questions, please contact Mrs. Linda Mellinger in the Department of Mathematics, 717-871-7668 (leave message), or email: [departmentof.mathematics@millersville.edu](mailto:departmentof.mathematics@millersville.edu).

## **Important information on the ALEKS placement test**

**The Millersville ALEKS math placement test can be taken up to 5 times.**

Between each test attempt, you are required to wait **at least 72 hours** and **actively work at least 5 hours in the review modules** before re-taking the test. You are permitted to work the review modules during the first 72 hours after the attempt.

**The mathematics department recommends that students take the ALEKS test at least twice.** The ALEKS system is an adaptive learning system. As you go through the test, the type and difficulty of the questions change depending on which questions you answer correctly or incorrectly. As students get used to the ALEKS testing format and system, the score of the first attempt is usually not reflective of their math capabilities. As you work through the review modules and re-attempt the test, your math capabilities will be better reflected with each attempt.

If you want to place into a specific course, you will need to have “Learned” or “Mastered” all of the topics in the review module for the material in that course. For instance, if you would like to place into MATH 160 (Precalculus), you will need to master most of the topics in the “I” module before re-attempting the test.

**The highest score on any math placement test taken (either the in-person MPT or any of the ALEKS attempts) will be used for course placement.**

**You are unable to begin the learning prep module, until the first attempt is taken.**