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Dear Payroll Accounting Online Student:

Welcome to Laney College and the online course Payroll Accounting. Students are required to have internet access and an email account to participate in this online course.

**THERE IS NO ON-CAMPUS ORIENTATION MEETING FOR THIS COURSE!!!!**

Please read completely and carefully the syllabus for Business 21 Payroll Accounting. The syllabus discusses the course content and procedures to follow during the Spring 2015 semester.

Make sure you purchase the following text and Cengage access card.

**Payroll Accounting 2015**, 25<sup>th</sup> edition, by Bieg & Toland, published by South-Western Cengage Learning  
**ISBN-13: 978-1-285-86207-1**

Cengage Now Course Key: **Payroll Accounting Online:**

☞ Provided to enrolled students only by instructor

*Please note.* You will need both of the following to access the course.

1. Access code
2. Cengage Course Key

Attached you will find directions for accessing the payroll course site and system requirements for using the site. Please read the directions carefully and thoroughly.

**Once you have accessed the course site please view the tutorial under the Introduction for instructions on how to navigate the site.**

Let me know if you have any questions.

Lynn Crossman, CPA  
Instructor

**\*\*\*Please scroll down for additional instructions for accessing the course online!!!!**

## CENGAGENOW SYSTEM REQUIREMENTS

To ensure the best experience with CengageNOW and enjoy all of its features, please make sure your computer system and browser settings meet or surpass the specifications on this page. Use the enclosed links to download any of the recommended browser and “plug-in” software you may need.

### Windows®

- Windows 7 or Windows 8.
- Intel® or AMD® CPU, 1.8 GHz or better.
- 1 GB RAM or more.
- Web browsers: Microsoft® Internet Explorer 9.0 or greater; Google Chrome 33.0 or greater; Mozilla™ Firefox® 27.0 or greater.
- Java JRE 1.6/6.0 is recommended (<http://java.com>).

### Macintosh®

- Mac OS® X 10.6 and greater.
- Power Mac® G3 or better.
- 1 GB of RAM or more.
- Web browser: Safari™ 5.1 or greater; Mozilla™ Firefox® 27.0 or greater; Google™ Chrome® 33.0 or greater.
- Java JRE 1.6/6.0 is recommended (<http://java.com>).

**Note:** With the exception of Flash based modules, your assignments and eBook will work on mobile and tablet devices. Because of the wide variety of mobile devices and associated software, we cannot guarantee all functionality is available on all devices.

### Additional Requirements (All Systems)

- Adobe® Flash® Player (download from <http://www.adobe.com/products/flashplayer/>).
- Adobe® Reader® (download from <http://www.adobe.com/products/acrobat/readstep2.html>).
- Screen resolution of 1024 x 768 or greater, and color quality of 16-bit or greater.
- Popup-blocking software turned off or configured to allow **http://\*.cengagenow.com** to display popup windows.
- Browser set to check for newer versions of cached pages and refresh automatically.
- Apple® QuickTime® player, RealPlayer®, and Adobe Shockwave® player (These free browser plug-ins are used to display multimedia components in some products.)
- Sound capability for audio content.

# STUDENT QUICK START GUIDE

## First Time User Registration

1. Go to <https://login.cengage.com>
2. Under **Students CengageBrain**, click **New Student User?**.
3. Enter your **Course Key** exactly as it appears in the **Enter Code or Course Key** text box and click **Continue**. (Course Keys are supplied by your instructor.)
4. Confirm the course information, click **Continue**, and then enter your account information.
5. Click **Continue** and your **My Home** page will open. Your new course is listed under **My Courses & Materials**.

Under the course's **Open** button you will see information on your **trial period**, which is a "try before you buy" option.

You will need to submit an **Access Code** before the trial period expires or you will lose access your course. (Access Codes are proof of purchase for your course materials.)

6. When you are ready to purchase and submit your **Access Code**, click **Buy** or **Rent**. You can now select to pay by credit card—or simply enter your code if you have already purchased one.
7. To access your CengageNOW course, click the **Open** button under **My Courses & Materials**.

## Returning User Sign-In

1. Go to <https://login.cengage.com>
2. Under **Returning Users**, enter your email address and password exactly and click **Sign In**.
3. On your **My Home** page, click **Open** under **My Courses & Materials**.

## Registering New Materials

1. Sign in to your **CengageBrain My Home** page (if necessary, sign out of CengageNOW to do so).
2. Under **Have Another Product to Register?**, enter the **Content Access Code** exactly.
3. Click the **Register** button.

## Self-Study

You can use your CengageNOW materials for self-study (outside of a course assignment).

1. Sign in to CengageNOW and click the **Study Tools** tab.
2. Select your book's title from the **Textbook** menu and click **Go**.
3. If necessary, choose the appropriate book content for your studies and the page will refresh.

## Technical Support

To see FAQs, tutorials, online guides, or receive email support, go to <http://cengage.com/support>.