

## How to Enroll/Register as a new Student

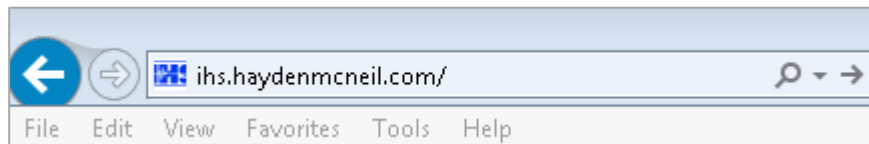
First, open the Workbook. Follow the instructions located on the sticker on **the inside cover of the workbook** to access the online learning system:



Keep  
your  
Access  
Code

Your Access Code

- ✓ First-time students begin at <http://ihs.haydenmcneil.com>



**STEP 1:** Initially the student fills out the web-based Student Information Form. The student will need their personal Access Code found on the inside cover of the Workbook.

a. **Complete the online Student Information Form.**

- Click on the link, "Student Information Form"



- Fill out the **Student Information Form** completely.
- Your personal **Access Code** is located on the inside cover of your workbook.

**\* IMPORTANT \***

Please fill out the Student Information Form only **ONCE**.  
Submitting this form more than once will create a duplicate student record!

**IHS Student Information Form**

In order to successfully complete the IHS Distance Learning Course and gain access to the online tests, final examination and online study materials you **MUST** fill out this form.

Please fill out this form one time only. Submitting this form more than once will create a duplicate student record.

**\* Required**

**Access Code \***  
From the inside cover of the workbook, please enter your personal Access Code

Your answer

**Contact Information**

**First Name \***  
Your answer

**Middle Name**  
Your answer

- Once complete, **Click on the “Submit” button.**

**SUBMIT**

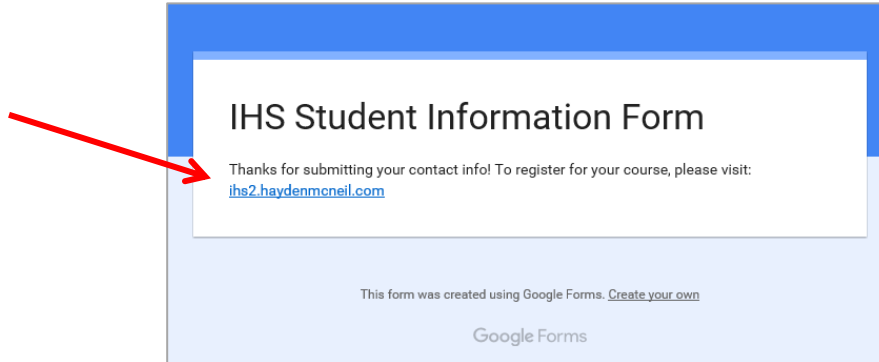
Page 1 of 1

Never submit passwords through Google Forms.

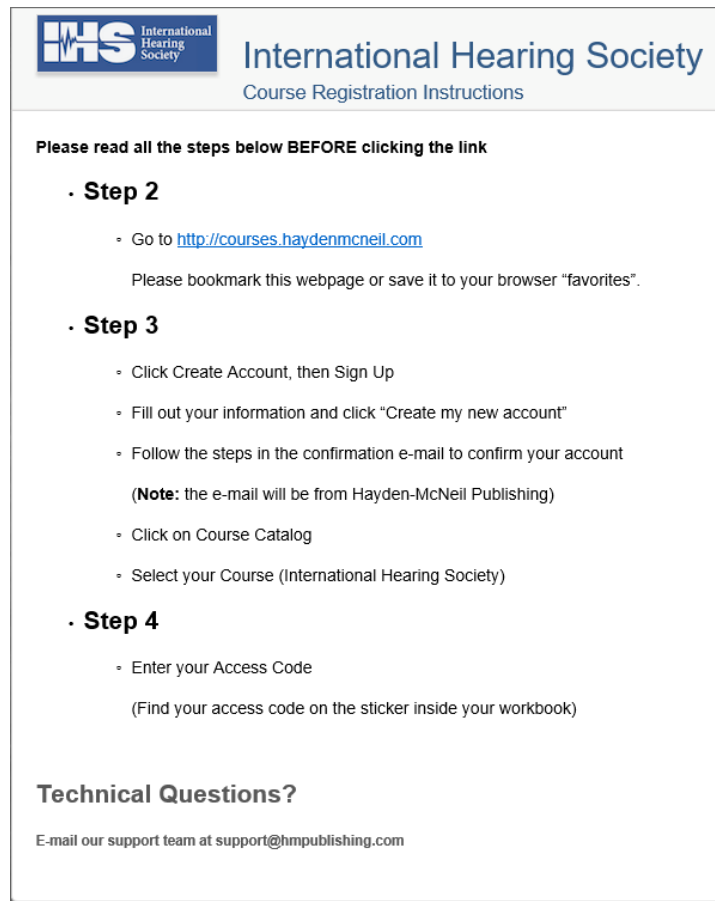
**\* IMPORTANT \***

Please fill out the Student Information Form only **ONCE**.  
Submitting this form more than once will create a duplicate student record!

- b. Once the student completes the Student Information Form, you will be instructed to **click on the link**: [ihs2.haydenmcneil.com](https://ihs2.haydenmcneil.com)



- Go to <https://ihs2.haydenmcneil.com>
- **Read all the steps** BEFORE proceeding to the link in Step 2.  
<http://ihs2.haydenmcneil.com>



**IHS** International Hearing Society

## International Hearing Society

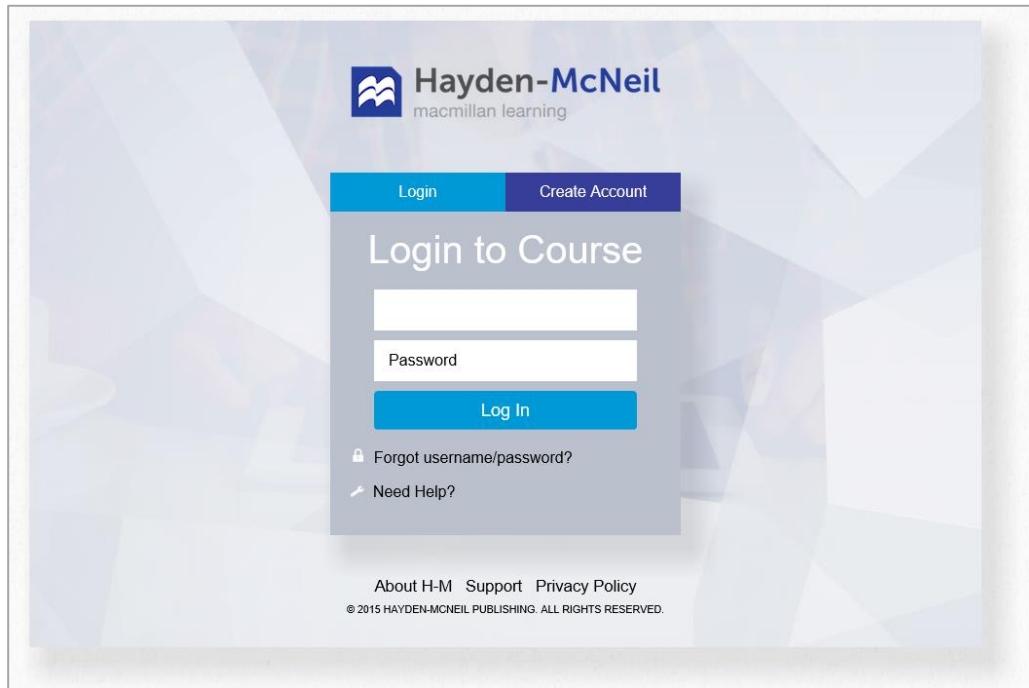
Course Registration Instructions

Please read all the steps below **BEFORE** clicking the link

- **Step 2**
  - Go to <http://courses.haydenmcneil.com>
  - Please bookmark this webpage or save it to your browser "favorites".
- **Step 3**
  - Click Create Account, then Sign Up
  - Fill out your information and click "Create my new account"
  - Follow the steps in the confirmation e-mail to confirm your account  
(**Note:** the e-mail will be from Hayden-McNeil Publishing)
  - Click on Course Catalog
  - Select your Course (International Hearing Society)
- **Step 4**
  - Enter your Access Code  
(Find your access code on the sticker inside your workbook)

**Technical Questions?**  
E-mail our support team at [support@hmpublishing.com](mailto:support@hmpublishing.com)

- Click on the link <https://courses.hayden-mcneil.com> in Step 2 to go to the Hayden-McNeil online learning system.

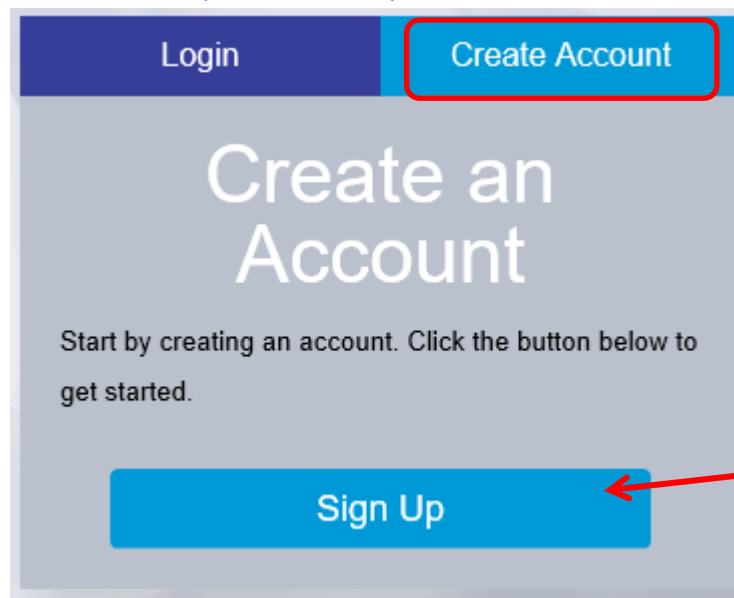


**STEP 2: *First time* students create an account on the Hayden-McNeil online learning system. The student will need their personal Access Code from the inside cover of the workbook.**

**a. Create an Account**

- Click on **“Create Account”**.
- Click on the **“Sign up”** button.

<https://courses.hayden-mcneil.com>



- Choose your own Username and Password
- Fill out your personal information
- Once complete, Click “Create my new account”

The screenshot shows a registration form with the following fields and elements:

- Navigation: Home, My Courses, Need Help?
- Section: Choose your username and password
- Fields: Username, Password (with Unmask checkbox)
- Text: The password must have at least 6 characters, at least 1 digit(s), at least 1 upper case letter(s)
- Section: More details
- Fields: Email address, Email (again), First name, Last name, City/town, Country (United States)
- reCAPTCHA: Includes images of 'Camping' and 'Evergreen' signs.
- Buttons: Create my new account (highlighted with a red box), Cancel

A blue callout box on the right contains the text: **Keep your User Name and Password**

- **Read** the next screen.

The screenshot shows a confirmation email screen with the following elements:

- Header: Hayden-McNeil macmillan learning
- Navigation: Home, My Courses, Need Help?
- Text: An email should have been sent to your address at [exam@hscinfo.org](mailto:exam@hscinfo.org). It contains easy instructions to complete your registration. If you continue to have difficulty, contact the site administrator.
- Button: Continue (highlighted with a red arrow)
- Footer: © 2015 HAYDEN-MCNEIL PUBLISHING. ALL RIGHTS RESERVED.

- Click on the “Continue” button.

- b. **Email Confirmation. Next, confirm your new Hayden-McNeil Account:** The student will receive an email message from Hayden-McNeil with the Subject: “Hayden-McNeil Online Course: account confirmation”

- Click the [link](#) in the email message or copy and paste the link into a new browser window.

**From:** Hayden-McNeil Publishing [mailto:support@haydenmcneil.com]

**Sent:** Tuesday, July 10, 2016 3:23 PM

**To:** Student

**Subject:** Hayden-McNeil Online Course: account confirmation

Hi Student Name,

A new account has been requested at 'Hayden-McNeil Online Course' using your email address.

To confirm your new account, please go to this web address:

<https://courses.hayden-mcneil.com/login/confirm.php?data=gACDpzmIo6Ug/education>

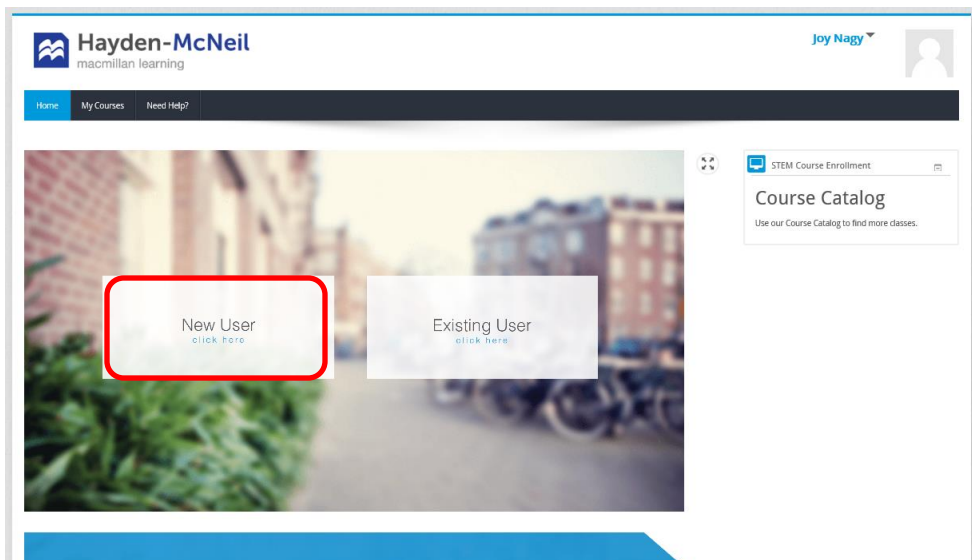
In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator, Hayden-McNeil Publishing  
[support@haydenmcneil.com](mailto:support@haydenmcneil.com)

## **STEP 3:** Enroll

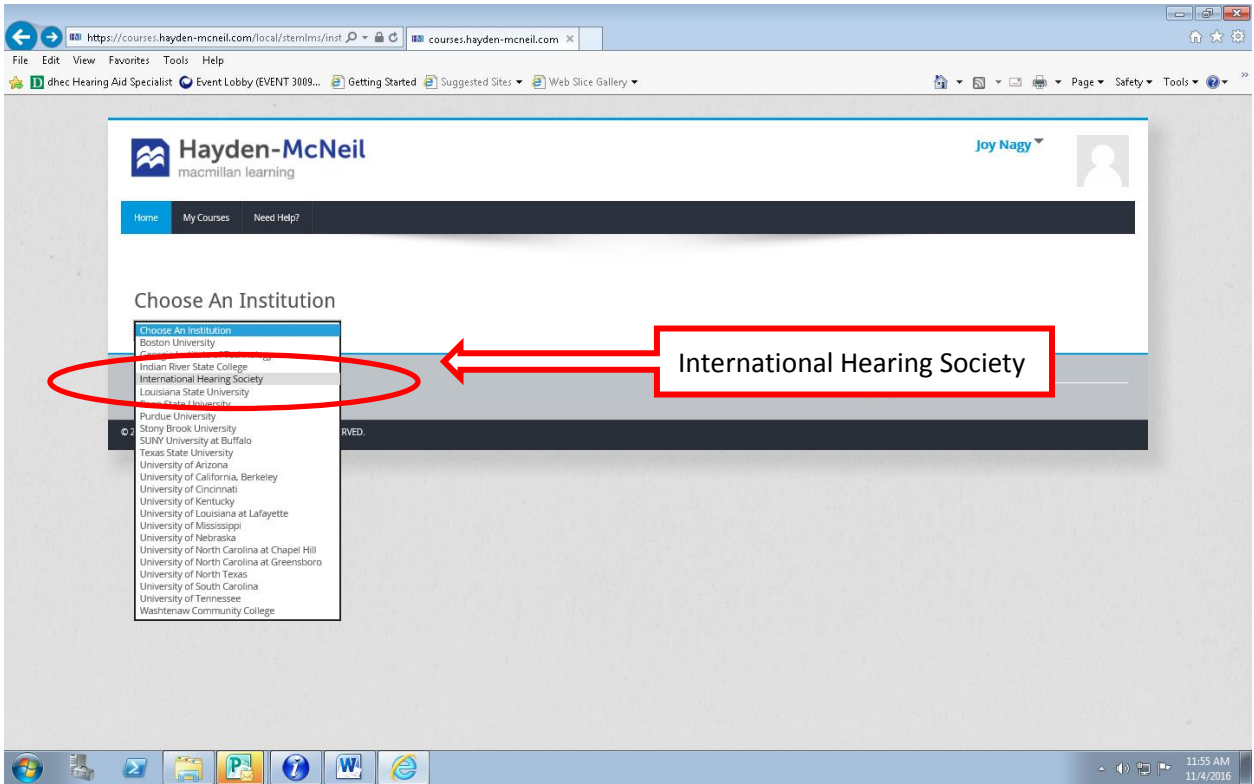
**First time** students should click on the “New User” box on the Hayden-McNeil online learning system.

- Click on the “New User” box.

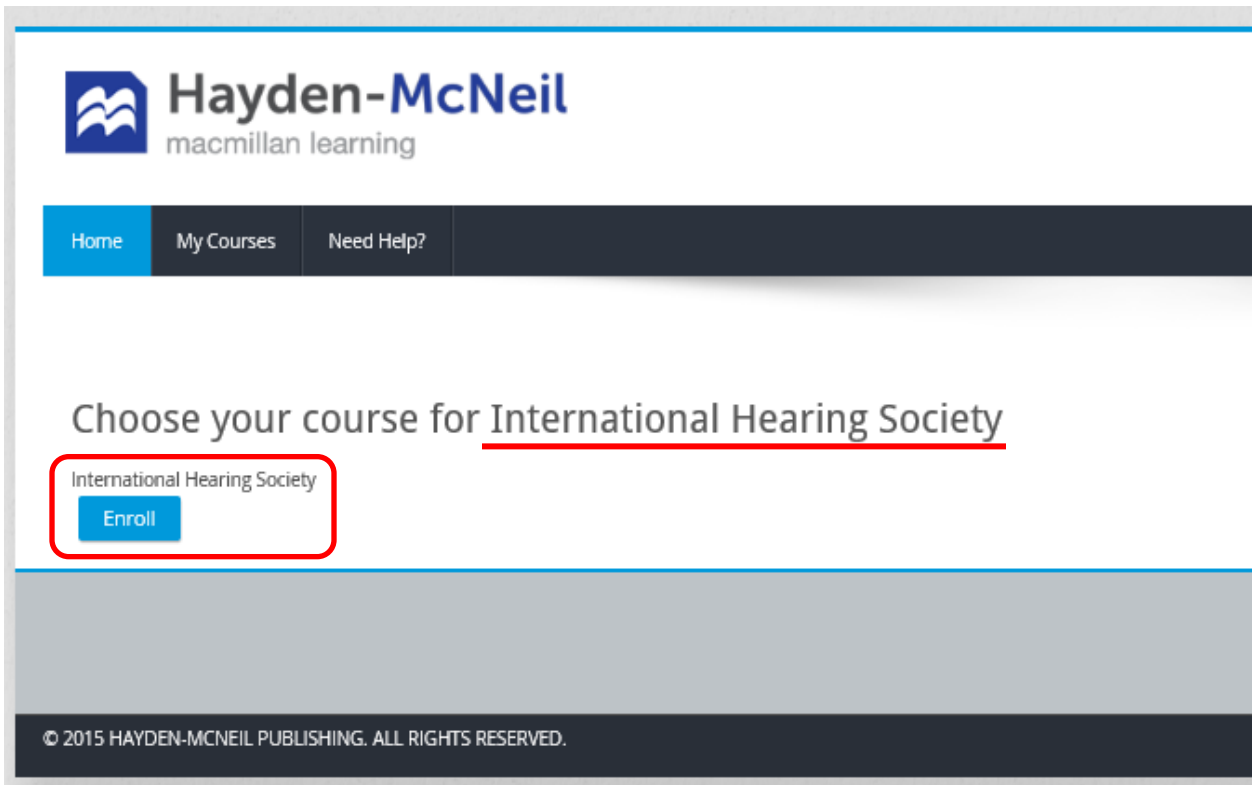


Hayden-McNeil is the publisher of the course

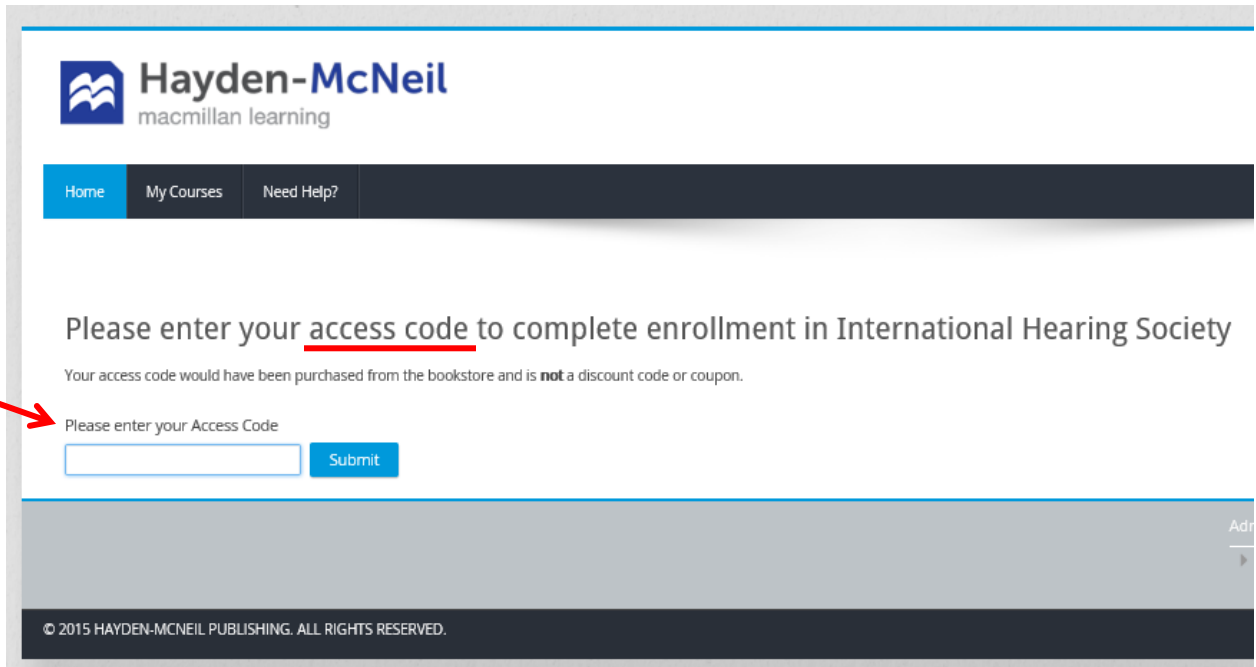
- **Choose An Institution.** Choose the “International Hearing Society” from the dropdown list.



- **Click the “Enroll” button.**

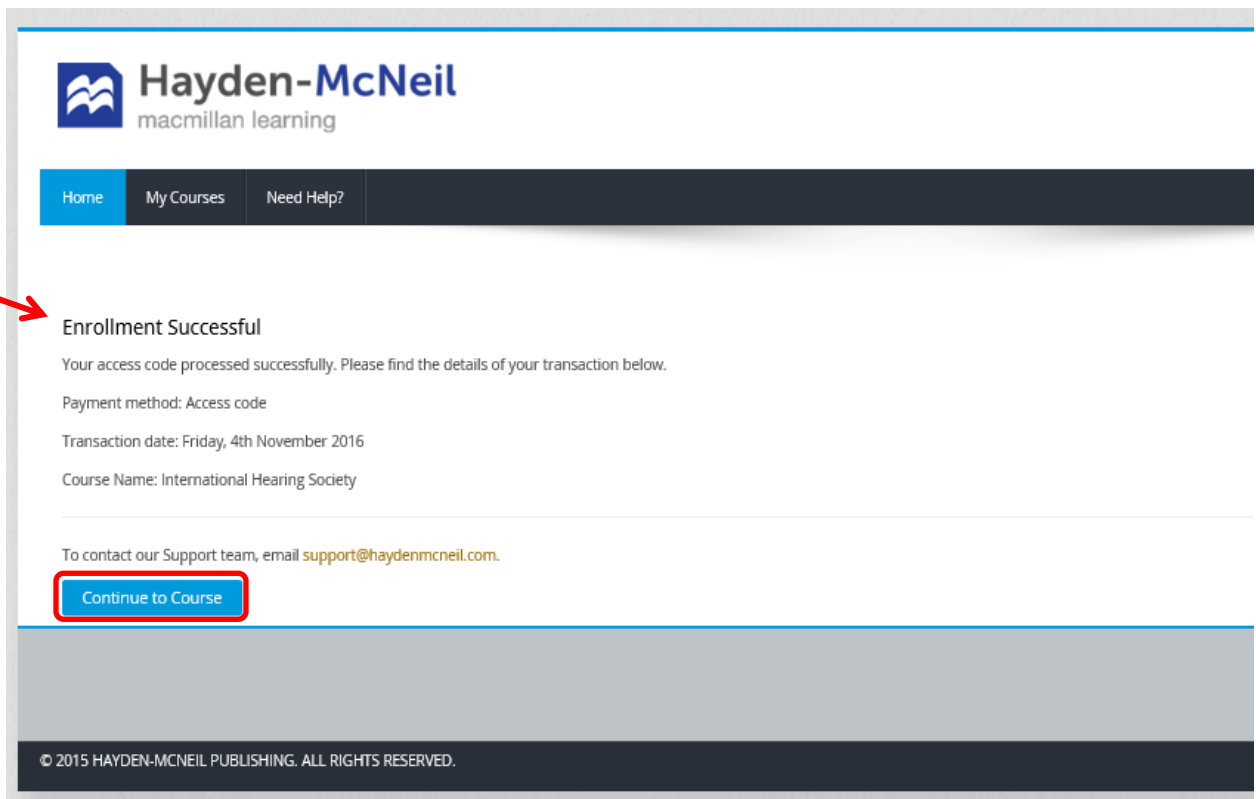


- **Enter your Access Code.** Remember, your personal access code is located on the inside cover of your workbook.



The screenshot shows the Hayden-McNeil website interface. At the top left is the logo with the text "Hayden-McNeil macmillan learning". Below the logo is a navigation bar with "Home", "My Courses", and "Need Help?". The main content area has a heading "Please enter your access code to complete enrollment in International Hearing Society". Below this is a sub-heading "Your access code would have been purchased from the bookstore and is **not** a discount code or coupon." A form field is labeled "Please enter your Access Code" and contains a text input box and a "Submit" button. A red arrow points to the input box. At the bottom, there is a footer with the text "© 2015 HAYDEN-MCNEIL PUBLISHING. ALL RIGHTS RESERVED."

- You did it! **Click "Continue to Course"**



The screenshot shows the Hayden-McNeil website interface after successful enrollment. At the top left is the logo with the text "Hayden-McNeil macmillan learning". Below the logo is a navigation bar with "Home", "My Courses", and "Need Help?". The main content area has a heading "Enrollment Successful". Below this is a sub-heading "Your access code processed successfully. Please find the details of your transaction below." The details listed are: "Payment method: Access code", "Transaction date: Friday, 4th November 2016", and "Course Name: International Hearing Society". Below the details is a line of text: "To contact our Support team, email [support@haydenmcneil.com](mailto:support@haydenmcneil.com)." A blue button labeled "Continue to Course" is highlighted with a red box and a red arrow. At the bottom, there is a footer with the text "© 2015 HAYDEN-MCNEIL PUBLISHING. ALL RIGHTS RESERVED."



- Begin or continue taking the **Lesson Tests** and enjoy!

Hayden-McNeil  
macmillan learning

Home My Courses Need Help?

Home > My courses > Health Sciences > IHS

**IHS** International Hearing Society  
Distance Learning for Professionals in Hearing Health Sciences

Course Content Questions? Contact: [education@ihsinfo.org](mailto:education@ihsinfo.org)  
Technical Difficulties? Contact: [support@haydenmcneil.com](mailto:support@haydenmcneil.com)

▶ Open all ▼ Close all  
Instructions: Clicking on the section name will show / hide the section.

- ▶ Resources
- ▶ Lesson 1: Your Future – Your Profession
- ▶ Lesson 2: Ethics and Laws
- ▶ Lesson 3: Acoustics

Administration

- ▼ Course administration
  - Grades
  - ▶ My profile settings

Upcoming events

There are no upcoming events

Go to calendar...  
New event...

Recent activity

Activity since Wednesday, November 2, 2016, 11:00 AM

Full report of recent activity...  
No recent activity

**NOTE: You must complete all Lesson Tests before you can take the Final Exam.**

▼ Final Exam

- ✓ Final Exam (Note: not available until you complete all Lesson Tests)  
Not available unless: You achieve a required score in **Lesson 40 Test**
- ☰ Certificate of Completion of Distance Learning for Professionals in Hearing Health Sciences  
Not available unless: You achieve a required score in **Final Exam (Note: not available until you complete all Lesson Tests)**



International Hearing Society  
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