Instructions for registering your eInstruction CPS Key Pad units

1) Go to: www.einstruction.com, have your credit card or check card available.

2) At the top-left hand corner, where it says CPSOnline Higher Ed, click on “students”

3) On the next page choose Bloomsburg University from the school list and then click the “Choose Course” button.

4) On the next screen enter the following information in the New CPSOnline Users pane:
   a) Enter our class key: V5766V251
   b) Enter your key pad serial number which is found on the key pad
   c) Choose I do not have a code
   d) Click the “Join the Class” button

5) On the next screen,
   a) Enter a unique username & password
   b) Type this information and the rest of the required information in the appropriate fields
   c) Click on the “Finish” button at the bottom
   d) Make a note of your username & password and your key pad serial number as this will allow you enter as an existing CPSOnline user for administrating your account.

6) On the next screen it should show the fee (which should be $4 if it is not please let me know right away.

7) Enter the appropriate information and finish the registering process.

8) For technical assistance contact eInstruction Technical Support at:

   Email address: techsupp@einstruction.com
   Phone number: (888) 333-7532