Log-in instructions for new Pepperdine Fall 2011 students

To create an account and view the MyStudentBody program:

1. Go to www.mystudentbody.com. Click **REGISTER NOW** to create your User Name.

2. You will be brought to the First Time User Registration Page. Enter in **WAVES** as the school code.

3. Create a unique username (up to 50 characters, including those used in email addresses) and password and enter them into the appropriate fields.

4. Complete the rest of the fields, including entering in a required email address

5. Mark the box to confirm you agree to abide by the Terms of Use.

6. After creating your account, you will be asked some identifying information such as your name and year in school and some demographic questions. **It is critical that you enter this information accurately, as this will be the only way the university can give you credit for completing the course!**

7. After completing these two pages of questions, you will be able to access all areas of MyStudentBody. Review all items of interest.

To take the MyStudentBody Essentials Course:
You are ONLY required to take the **MyStudentBody-Alcohol Essentials Course**. To take the course, follow the instructions below.

1. Click on the My Stuff tab near the top of the page and select Take Now under the orange header labeled Essentials. You are required to take the **Alcohol section of the Essentials course, and complete it by August 6th with a passing score of 70.**

2. View the short introduction video explaining the course and then click the Continue button. **If you're hearing impaired, please click the button labeled Download Transcript for a transcript of the video.

3. Select the Alcohol Start button to begin the course. You will return to this page after completing each topic. MyStudentBody will guide you through Rate Myself Assessments, Pre-Test, Course, and Post-Test. You can see your progress through each section in the progress bar at the top right corner. **Do not click the Back button in your browser once you've started the course or you will lose your progress – a pop-up box will appear to remind you of this before going back.**

4. Answer the Rate Myself Assessment questions. This section will contain Yes or No questions and questions on a scale. After clicking Continue, you will be presented with feedback, which you can print by clicking the Print button at the bottom of the page or you can click Continue to move on.

5. Answer the Pre-Test questions. This section will contain multiple choice questions to test your current knowledge of the topic of Alcohol. View your results and then click Continue.

6. On the course material page, click on each article, tool, and video to view the content. When reviewing articles, please click on the Back to Course Material button to make sure you get credit for reviewing the item. After you have successfully viewed the content, the heading will become checked off.

7. Students must review all *required* alcohol course material before moving on to the post-test. Material marked as *optional* is available for your review, but you do not have to click on it if you feel confident that you understand the material. Questions about optional material **will** be included in the pre- and post-tests. When you have reviewed all of the material, click on the button that says "Take Post-Test" that will appear at the bottom of the page.

8. Answer the alcohol post-test questions. This section will contain multiple choice questions to test your current knowledge of the topic of Alcohol. The results page will show your score, the questions you got wrong, and the number of attempts you have left to pass the post-test if you don't pass the first time. If you pass the post-test, click Continue and move on to the next step. If you don't pass the post-test, click Continue and you will return to the course material to review content related to the questions you got wrong, and then re-take the post-test. After completing the topic you will return to the topic selection page or, if you have completed all topics, will be asked to answer a Course Survey

9. Once you have passed the Alcohol Post-Test, you are done! You DO NOT need to complete the sexual assault or drug portion of essentials course. You DO NOT need to print or e-mail your completion certificate to anyone. MyStudentBody has recorded your name and score and will passed along to the program administrator.

*** PLEASE NOTE. Completing the alcohol course is a requirement of all incoming Pepperdine students. Failure to complete the course could result in judicial sanctions.