www.EducoSoft.com

Instructions to change Guest Status

If you are Guest Registered in your course by your teacher then follow the instructions given below.

Step 1: Open your web browser and Go to **www.educosoft.com**.

From the home page, under **User Login**. Enter your **email ID** and **Password**.

Enter your e-mail as the User ID. (check with your instructor if you don't know.)

Enter **welcome** as your password and click on **GO**.

Screen 1

Step 2: You may see the following page, if your pop-up is blocked. If you see this, then allow pop-up for this site.

Screen 2

Step 3: Once you are logged in, you will see the following screen.
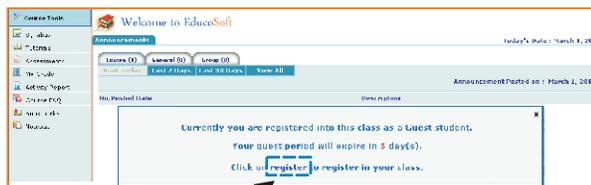
Screen 3

Observe the **pop-up window** in the above screen. This is a reminder that you are a guest for the number of days indicated, and you have to register within your guest period. **Register as soon as you can to avoid cancellation of access to class online.** Click on **Register** link in this window.

Step 4: You will get the following screen. When you are ready to register and you have the credit card info then click on **Register** to start registration.

Screen 4

Step 5: Select "**Pay for Web Access and Register**".

Click on **"Continue"** Button.

Screen 5

This option will allow you to pay for the web access and register.

⊙ Pay for Web Access and Register

Price in USD: $ 25.00

Step 6: Your account and contact info will appear. Verify all the details and click on **Continue Checkout** button.

Screen 6

Register using Credit Card

Step 7: In this page
- Select Credit Card.
- Enter your Credit Card information.
- Check your Order Summary and click on "**Continue Checkout**" after confirming your Order Summary.

Screen 7

Step 8: View Information and place order.
- Click on "**Place Order**", after confirming your order, billing address and payment method.

Screen 8

Step 9: Print Receipt.
- Order completed page will appear with "Order Received" message and all your details such as Order Number and Customer ID.
- To get printable receipt for your records, use **click here** link.

Screen 9

Screen 10