WEBCT INSTRUCTIONS FOR NEW STUDENTS NOT PREVIOUSLY REGISTERED FOR A WEBCT COURSE

These Instructions are for Laboratories for Physics XXX courses, where

- XXX=137 for Physics 137
- XXX=138 for Physics 138
- XXX=221 for Physics 221
- XXX=222 for Physics 222
- XXX=231 for Physics 231
- XXX=232 for Physics 232

The examples shown are for the Physics 221 course.

Laboratory Online Text and Manual for Physics XXX Laboratory

These instructions are for new students who have not previously registered for a WebCT course and have not established their myWebCT site.

The manual for the laboratory is an online text, Selective Experiments for Physics XXX at the The University of Tennessee. The online text is accessed by first purchasing a PIN package “Harcourt’s Two-Semester PIN Access Code to WebCT,” ISBN 0-03-047353-5, Harcourt College Publishers, at the UT Book and Supply Store. The package includes 2 PINs, one for this semester and one for the next semester. Only one is to be used this semester to register when logging on to the Web site. NOTE: The PIN should not be used until you have reached the “Access Code Required” screen. The following two sets of instructions for first time registration and access after first time registration should be followed carefully. You must be properly registered for the text after the first three weeks of the semester. Registration problems should be directed to Dr. James Parks, Director of Undergraduate Laboratories: email: jeparks@utk.edu; telephone: 974-8952; office: Nielsen 404.

Front and Back of PIN package

YOUR PIN IS THE VERY LAST ENTRY YOU SUPPLY IN CREATING YOUR “myWebCT” ACCOUNT

WebCT Instructions for Access for the Online Text for Physics XXX for Students Not Previously Registered for a WebCT course and have not previously established a “myWebCT” Site.
1. From the web browser, type in the URL: http://thomson4.webct.com/public/utphyXXX and the following screen should appear.

2. Click on the **Create Account** button and the following screen should appear.

3. Click on the **Create myWebCT** hyperlink and the following screen should appear.
4. Type in your First Name, Last Name, and email address. Choose your NetID as your WebCT ID and type that name into the WebCT ID text box. Your NetID is the "name" part of your University email address, e.g. "name@utk.edu". Note: WebCT uses the names “WebCT,” “User ID,” and “User Name” interchangeably.

5. Choose a password that you can remember and type that name into the first password text box. Then re-enter it again in the confirm password box to verify that you entered the correct letters.

NOTE: The WebCT ID and password that you choose are case sensitive. For these to be valid entries when you later use them, you must use upper case and lower case letters just as you will have entered them in the next two steps.

6. Enter a question and answer that you may be queried in case you forget your WebCT ID or password and then click on the Continue button. This should bring up a message that my WebCT has been created. Click on Go to my WebCT And this will bring up the Enter Network Password dialog window. Type in your user ID and your password. Remember that they are case sensitive. Therefore, use upper case and lower case letters where appropriate.

7. Click on OK and the following screen should appear.
8. Type in your Student Number, Section Number, and email address and click on Continue. The following screen should appear.

![Additional Information Screen]

9. Click on the “use it” hyperlink and the next screen that appears will look like the following:

![Course Added Screen]
10. In this screen type in one of your PINs and click on the Register button.

11. If you are successful, you will get that message in a screen like the following:

12. You can get to the course material then by clicking on the Go to Course button. The following screen should then appear.
WebCT Instructions After First Time Registration for Access to the Online Text for Physics 231

1. From your Internet Browser, type in the URL:  
   http://thomson4.webct.com/webct/homearea/homearea  and the following screen should appear.

2. Click on login and supply your WebCT ID (User ID or User Name) and password. Remember that they are case sensitive. Click the OK button and the following screen should appear.
3. Double click on the University of Tennessee, Physics XXX hyperlink and the course page should appear as the following screen.