

ALEKS MATH COURSES, LICENSES, AND PRICING INFORMATION:

http://www.aleks.com/k12/ALEKS_Price_Chart_with_ISBNs.pdf

ALEKS offers online computer-intuitive math courses for grades 3-12, and math prep for the California High School Exit Exam. The Level 3, 4, and 5 math courses include the outstanding QuickTables math facts program. All other grades or courses must purchase the QuickTables program separately.

BOTH a PO in FRED followed by an ALEKS online order form must be placed for ALL orders.

PO ORDERING PROCEDURES:

1. The ES creates the ALEKS PRVPO Number, and it is processed and becomes a PO Number.
Only one student and one license per PO.
2. PO Processing holds the PO for 3 days before sending the PO to ALEKS.
3. The ES goes onto the ALEKS website and submits the online order form to include the PO Number that shows up on their PO list in FRED. While the ALEKS online order form directs you to include the ALEKS order number on the PO, we have their permission to omit that.
4. For the first ALEKS online order form, the ES will need to enter all information including the school's specific billing address **PO Box** (see instructions below).
5. This information will be auto-filled on subsequent orders by using the Re-Order link.

ALEKS Auto Generated Emails: DISREGARD!! any emails that are a reminder to place the Purchase Order. These are automatically generated, and do not apply to our ordering procedures.

CREATE THE ONLINE ORDER FORM:

--Please be sure to have your PO Number handy when creating your online order form, as it will ask you for your PO Number on the last page.

1. Go to www.aleks.com
2. Click on the gray bar across the top that reads, "K12".
3. Left side fourth option in green boxes "Ordering Information".
4. Center of page, green box "Order ALEKS Now".
5. Begin placing your order.
6. Include the information asked for in the PO Notes: ES First/Last Name, ES Email, ES Phone, License Length, Start Date, and Grade Level.

--If you have any questions regarding ordering, please contact Kirstine Larsen, iemtraining3@ieminc.org, or ALEKS Support at 714-619-7095.

ALEKS ONLINE ORDER FORM INFORMATION:

Subscription Contact Person:

Name: ES Name

Phone Number: ES Phone Number

Email Address: ES Email Address

District Name: (school name)

Billing Information:

Institution Name: (school name)

Address: SSCS use - PO Box 1012
OGCS use - PO Box 2499

City: Placerville

State: CA

County: El Dorado

Zip/Postal Code: 95667

Billing Contact:

Name: AP

Phone: 530-295-3566

Email: ap@ieminc.org

Payment Options:

Payment Options: Click "I will submit a Purchase Order"

Purchase Order Number: **Type the PO- number here**

This is a blanket or open purchase order: Leave this box unchecked/blank

Submit Purchase Order: Click on "FAX"

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HOW TO REGISTER YOUR STUDENT IN ALEKS:

As the order is processed, the ES will receive an email confirmation from ALEKS with the student's class code.

Use the class code to register the student into the ALEKS system following the directions in the email from ALEKS and/or using the handout directions posted on our website, "How to Register Your Student in ALEKS,"

<http://www.ieminc.org/handbook/curriculum/vendor/howregstualeks.pdf>

NEED HELP?

School Contact: Kirstine Larsen, iemtraining3@ieminc.org, 1-800-979-4436, or ALEKS Support Line: 1-714-619-7095.

FAQ's:

1. It has been 48-72 hours since I sent in my online order form, and I have not received an email from ALEKS. What should I do?
 - Contact ALEKS Support at 1-714-619-7095.
2. Can the work our child's already completed be transferred from the FREE TRIAL to the school license?
 - Yes. It is a little involved, but it can be done. Contact our school's support staff, Kirstine Larsen, who will facilitate that for you, iemtraining3@ieminc.org, 1-800-979-4436.
3. I'm having trouble registering my student in ALEKS. What should I do?
 - Refer to our handout on our school's website, or contact ALEKS Support, 1-714-619-7095.
4. My student completed the class he was enrolled in, and still has more time left on the license. Can he be assigned to another class?
 - Yes. ESs can re-register their students, one class at a time, for as many classes as the student wants to attempt throughout the length of the license. If you need help re-registering your student into the new class, contact ALEKS Support, 1-714-619-7095.

5. Where can I get trained on the features of the ALEKS online math program?

- ALEKS offers weekly live trainings entitled, “K12 Daily Session”, as well as a comprehensive list of pre-recorded trainings about the features of ALEKS.

To access both types of trainings, go to http://www.aleks.com/k12/training_center .

The password “sunflower” is required to enter the live trainings.