



Bedford/St. Martin's Online Handbook Registration Tutorial

Introduction

Writer's Help, an online handbook, was created as an online research tool, for students and instructors, strictly concerned with writing. *Writer's Help* is stored virtually, providing access from any computer connected to the internet. It provides a continuously evolving search engine focused on writing centered terminology. Instructors are provided accessible content to aid in grading, instructing, and assignment creation.

This brief tutorial is designed to illustrate how to setup your free online *Writer's Help* instructor account and aid you in navigating through the login process.

Where to Begin

Access *Writer's Help* by going to

<http://writershelp.bedfordstmartins.com/ebooks/helphandbook.php>

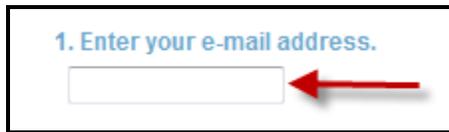
Request Your Account

Click on **Request instructor access**.

A screenshot of the Writer's Help website. The header includes the title "Writer's Help" and the authors "Diana Hacker", "Stephen A. Bernhardt", and "Nancy Sommers". It also states "A Bedford/St. Martin's Online Handbook". The navigation menu has "Learn More", "Instructors", "Students", and "Training & Support". The main content area features a teal background with the text "Who's into Writer's Help?" and statistics: "15,662 instructors", "5,589 students", and "1,926,023 pages viewed". A "Learn More" button is present. On the right, there is a "Log in" section with input fields for "E-mail address" and "Password", a "Log in" button, and a "Forgot your password?" link. Below the login section, there are links for "Students: Enter your activation code >" and "Purchase access >". A red arrow points to the "Instructors: Request instructor access >" link.

Next, a pop-up window will appear.

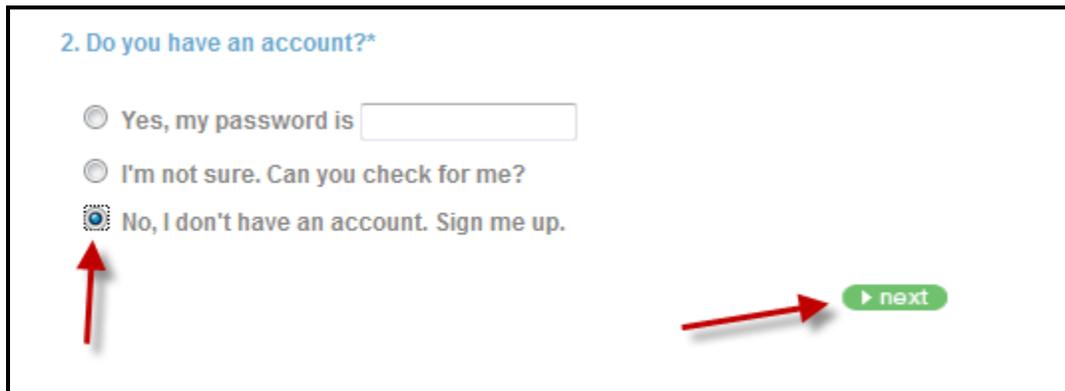
First, enter your Baker University email address.



1. Enter your e-mail address.

Next, choose **No, I don't have an account. Sign me up.**

Then click **Next**.



2. Do you have an account?*

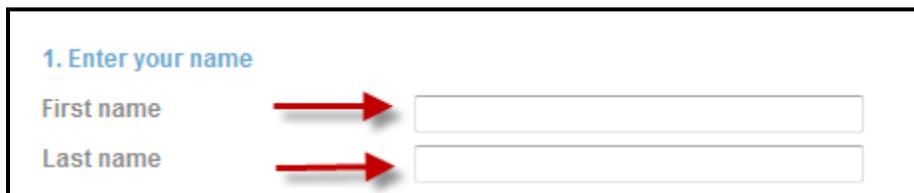
Yes, my password is

I'm not sure. Can you check for me?

No, I don't have an account. Sign me up.

When the screen refreshes:

1. Enter your first and last name.



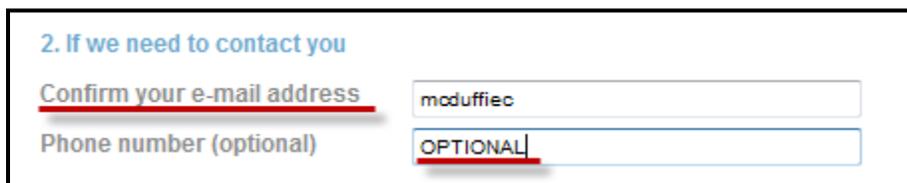
1. Enter your name

First name

Last name

2. Confirm your Baker University email address.

Note: Entering your phone number is not required.



2. If we need to contact you

Confirm your e-mail address

Phone number (optional)

3. You will be asked to find your institution. Choose **ZIP Code**.

3. To find your institution, please select how you would like to search:

Search by ZIP code or City, State, Country

4. Enter the **ZIP Code 66210**. Then select **College/University**.

Then click **go**.

4. To find your institution with our zip code locator:

Enter 5-digit zip code

Show specific school type College/University High School

After you click **go** the computer will search for a list of schools in that **ZIP Code**. A drop down list will appear.

Click on **Baker Univ Sch of Grad Study**.

4. To find your institution with our zip code locator:

Enter 5-digit zip code

Show specific school type College/University High School

Choose your institution from the list

Cleveland Chiropractic College
Johnson Co. CC

> [Refresh list](#)
> [Can't find your institution?](#)

Next, **Choose your department**.

Click on **Business Dept.: Baker Univ Sch of Grad Study**.

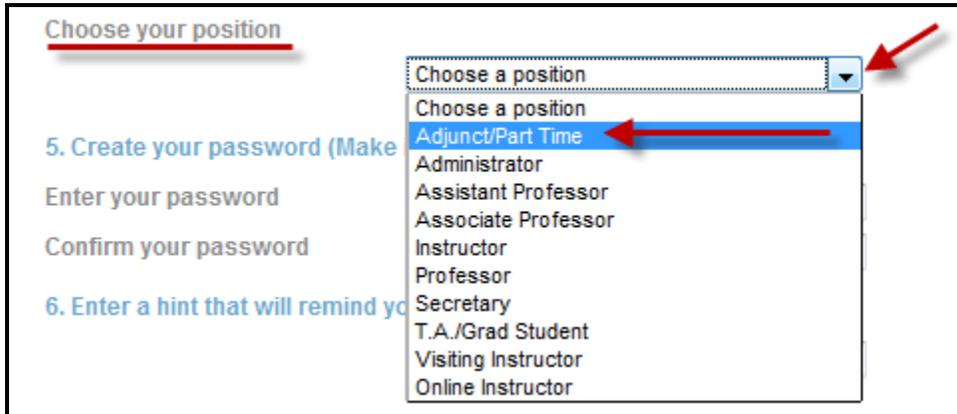
Choose your department

Director of Curriculum
Education Dept: Baker Univ Sch of Grad Study
Instruction & Curriculum: Baker Univ Sch of
Instruction and Technology: Baker Univ Sch

> [Can't find your department?](#)

Once you have chosen the department **Choose your position**.

Click on the arrow next to **Choose a position** and click on **Adjunct/Part Time**.



The screenshot shows a web form with the following elements:

- Choose your position** (underlined)
- 5. Create your password (Make it something you'll remember)**
- Enter your password
- Confirm your password
- 6. Enter a hint that will remind you of your password if you forget it**

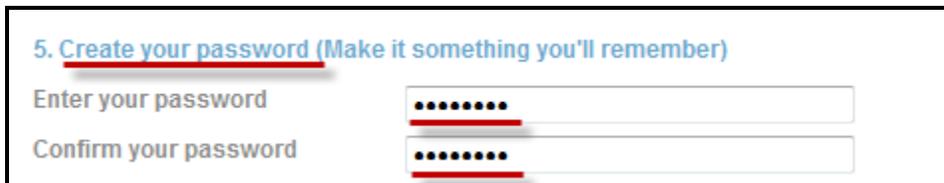
The dropdown menu for "Choose a position" is open, showing the following options:

- Choose a position
- Adjunct/Part Time (highlighted)
- Administrator
- Assistant Professor
- Associate Professor
- Instructor
- Professor
- Secretary
- T.A./Grad Student
- Visiting Instructor
- Online Instructor

Red arrows point to the dropdown arrow and the "Adjunct/Part Time" option.

5. **Create your password** and confirm it by entering it again.

Note: Baker University will not have access to or a copy of the password you choose.



The screenshot shows a web form with the following elements:

- 5. Create your password (Make it something you'll remember)** (underlined)
- Enter your password
- Confirm your password

Both the "Enter your password" and "Confirm your password" fields contain masked text (dots).

6. **Enter a password hint** that will be used if you were to forget your password.

Then click **Submit**.



The screenshot shows a web form with the following elements:

- 6. Enter a hint that will remind you of your password if you forget it**
- usual password
- submit

Red arrows point to the "usual password" text and the "submit" button.

Once you click Submit you will receive this message:

Thanks for your interest in our books and media!

We just need to verify that you're an instructor; as soon as we do, we'll email you at mcduffiec to let you know that your account has been created. Having an instructor account gives you instant access to our premium media and the fastest delivery of exam and desk copies.

We want to make sure you get the service, support, and content you need. If you haven't heard from us in 2 business days, please get in touch with tech support and let us know:

Call (800) 936-6899
Or email techsupport@bfpwpub.com

Click here to continue: 

Click  to continue.

A Baker University School of Professional and Graduate Studies staff member will be contacted by Bedford/St. Martin's representative to verify your employment. Once that process occurs you will be sent a confirmation email that your account has been approved.

Note: Once you have submitted your registration you are immediately sent an email, to your registered email account, asking you to confirm your submission before the verification process can begin. You will need to click on the link provided after the message: **Please confirm your email address by clicking here:**

Hi Clint,

Thank you for requesting access to materials from our Bedford/St Martin's, W.H. Freeman, or Worth Publishers Web sites.

Please confirm your email address by clicking here:
<http://bcs.bfpwpub.com/ILogIN2/OptInConfirm.aspx?B=0&C=1&I=8309811>
so that we can fulfill your request and protect your privacy.

If you didn't request access yourself or think the request might have been made in error, please ignore this request.

Once we receive your confirmation, we will still need to verify your instructor status before granting you access.

-- The BFW Team

Exceptional materials for teachers and students.
www.bfpwpub.com

Please contact technical support at 800-936-6899 or visit <http://www.bfpwpub.com/techsupport> if you have any problems.

After the Baker SPGS staff member has been contacted and confirms you are an instructor and an email is sent to your account's registered email, you will be able to login.

To login go to <http://writershelp.bedfordstmartins.com/ebooks/helphandbook.php>

Enter your **E-mail** address and then your **Password**.

Click **Log in**.

The screenshot shows the 'Writer's Help' website interface. At the top, the title 'Writer's Help' is displayed in a large, bold font, with the authors 'Diana Hacker', 'Stephen A. Bernhardt', and 'Nancy Sommers' listed below it. To the right, it says 'A Bedford/St. Martin's Online Handbook'. Below the title, there are navigation tabs for 'Learn More', 'Instructors', 'Students', and 'Training & Support'. The main content area features a large teal banner with the text 'Who's into Writer's Help?' and '*since September 2010'. Below this, three statistics are presented: '15,662 instructors', '5,589 students', and '1,926,023 pages viewed'. A 'Learn More' button is located at the bottom right of the banner. On the right side of the page, there is a light green login form with the heading 'Log in'. It contains two input fields for 'E-mail address' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. Below the login form, there are sections for 'Students' (with links for 'Enter your activation code >' and 'Purchase access >') and 'Instructors' (with a link for 'Request instructor access >'). Three red arrows point from the banner area to the login form: one to the 'E-mail address' field, one to the 'Password' field, and one to the 'Log in' button.