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


Request Your Account

Click on **Request instructor access.**
Next, a pop-up window will appear.

First, enter your Baker University email address.

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

Then click **Next.**

When the screen refreshes:

1. Enter your first and last name.

2. Confirm your Baker University email address.

   **Note:** Entering your phone number is not required.
3. You will be asked to find your institution. Choose **ZIP Code**.

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

   Then click **go**.

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**.

Next, **Choose your department**.

Click on **Business Dept.: Baker Univ Sch of Grad Study**.
Once you have chosen the department **Choose your position**.

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

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.

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

   Then click **Submit**.
Once you click Submit you will receive this message:

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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 mcduffie 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@bwpub.com
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Click here 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:
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.bfpub.com

Please contact technical support at 800-936-6899 or visit http://www.bfpub.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.