

MINDTAP IMPLEMENTATION CHECKLIST FOR OWNERS/DIRECTORS

Welcome to MindTap!

We are committed to helping you every step of the way. Use this implementation checklist, with suggested time frames, to ensure your instructors and students are fully engaged and set up for success with MindTap. Should you have questions, please reach out to your Milady Account Manager or Cengage Technical Support.

Set MindTap Start Date

(Suggested time frame: 8 weeks prior to start)

- Discuss with your Milady Account Manager your desired start date.
- Desired MindTap start date: _____

Review Systems and Device Requirements

(Suggested time frame: 8 weeks prior to start)

- Review the [MindTap Systems and Device Requirements](#).
- Discuss device options with your Milady Account Manager.

Experience MindTap

(Suggested time frame: 4-6 weeks prior to start)

- Setup Instructor Access. Provide your Milady Account Manager with full names and email addresses for each Instructor that will need access to MindTap.
- Add MindTap to your Instructor Resource Center by adding the desired MindTap curriculum to your account. Refer to MindTap Video Tutorial [Logging In and Creating a Course](#).
- Create a demo MindTap course to familiarize yourself with MindTap. Refer to MindTap Video Tutorial [Logging In and Creating a Course](#).
- Refer to [MindTap Correlation Guides](#) for help in transitioning from print textbooks to MindTap.

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Get Trained in MindTap

(Suggested time frame: 3-4 weeks before start)

- Register for the [MindTap Fundamentals Training Course](#).
- Access library of [MindTap Video/PDF Tutorials](#).
- View up and coming [Live MindTap Webinar](#) schedule.
- Schedule a one-on-one webinar training with our Milady Implementation and Training Specialist.

Set-up your MindTap course

(Suggested time frame: 2 weeks before the first day of class)

- Set up your MindTap courses to reflect your start date. Refer to the *Quick Start Guide - Course Creation Options*. Once you have created the course, you will see your course key. You will need to provide your course key to your students on the first day of class.
- Review MindTap Tutorials [Customization Options](#) if you wish to customize MindTap.
- Request help from your Milady Implementation and Training Specialist, if needed.

Place MindTap order

(Suggested time frame: 2 weeks before first day of class)

- Contact your Milady Account Manager to place your order for your MindTap Access Cards along with any other Milady resources you need.
- Place your device order.

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Get ready for the first day of class:

(Suggested time frame: 1 week before first day of class)

- Download the [Educator First Day MindTap Checklist](#).
- Ensure all faculty have reviewed the [Student Orientation Video](#) and [Student Registration PDF](#).
- Download and print [Student Registration PDF](#).

Place MindTap order

(Suggested time frame: 2 weeks before first day of class)

- Contact your Milady Account Manager to place your order for your MindTap Access Cards along with any other Milady resources you need.
- Place your device order.

Your First Day of Class

- Reference [Educator First Day MindTap Checklist](#).
- Distribute [Student Registration PDF](#).
- Distribute MindTap Access Cards.
- Provide students with MindTap course key.
- Review MindTap Tutorial [Student Orientation Video](#) with students.

Get Help

Have a question? Contact your [Milady Account Manager](#)

Email us: mindtaphelp@milady.com

Login issues or password reset: Customer Support (800) 347-7707

Any other error messages: MindTap Technical Support (800) 354-9706