

Student Renewal Instructions

1) On the home page, click 'Contact Us/Renewal', and scroll down to 'License Renewal'. Click 'Click here to begin renewal', and follow directions.

License Renewal

DO NOT use this option unless you have been instructed by your professor and you are in a second class using the Media Flight Plan software. Continuing without direction from your professor may prevent you from using Media Flight Plan in the future.

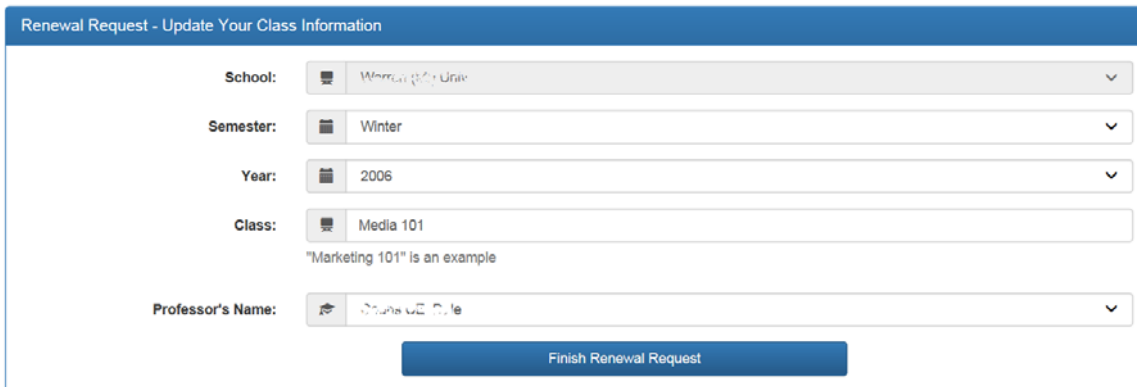
Click here for the [student instruction sheet](#). If you have been instructed by your professor to do so, [click here to begin renewal](#).

2) Enter your login email address, and the serial number from the inside cover of your book (what you scratched off when you first registered). Then click 'Begin Renewal'.



The screenshot shows a web form titled "Student Renewal". At the top, it says "DO NOT Continue unless instructed by a professor to do so." There are two input fields: "Email Address:" with a small icon and a text box containing "josh.lum@unm.edu", and "Serial Number:" with a small icon and a text box containing "9402-10374-0018-0000-1001". Below the email field is the text "The email address you used when you registered". Below the serial number field is the text "This is found inside your textbook:". At the bottom of the form is a blue button labeled "Begin Renewal".

Now make necessary changes. You can change the semester, year, class name and professor. IMPORTANT! Select your NEW professor's name. That professor must see you in their list of renewals in order to complete it.



The screenshot shows a web form titled "Renewal Request - Update Your Class Information". It has five dropdown menus: "School:" (Merced College), "Semester:" (Winter), "Year:" (2006), "Class:" (Media 101), and "Professor's Name:" (Diana G. Cole). Below the "Class:" dropdown is the text "Marketing 101" is an example. At the bottom of the form is a blue button labeled "Finish Renewal Request".

Click 'Finish Renewal Request'. You should see this message indicating you have completed your request successfully:

Your renewal request has been submitted. Please notify your professor to log into THEIR account and approve your renewal. Your account will be enabled as soon as the approval is processed. You will also be notified via email after your professor has approved the request (remember to check your spam folder)

Please let your professor know you have requested renewal and they need to log into THEIR account and approve it. As soon as that is done, your account is turned back on, *whether or not you receive the renewal email*.