Logging into SAM for the First Time

Please follow these instructions for logging into SAM. Then you will be ready when you need to log in to SAM when beginning the “B” assignments.

* SAM 2010 v2.0: Assessment, Training & Projects

Student Getting Started Guide
Updated June 2011

* Initial Set Up

1. Ensure that you are connected to the Internet.
2. Launch your web browser (Internet Explorer, Firefox, Safari).
3. Enter http://sam2010.course.com to visit the SAM 2010 login page.
If you have a username/password: Enter your username and password in the appropriate fields, and click the Login button. No username/password: Click the New User button; you will follow the on-screen prompts to create your SAM 2010 account.

Your instructor will provide you the Institution Key. It will contain 3 digits in this format T20xxxxx.

Once you have entered the Institution key and click Submit, SAM will ask you to verify that you have selected the correct Institution key for your institution. Select “OK” if this is correct.

MATC’s Institution Key is T2035124.
**Key Code Entry**

If your institution is using the key code version of SAM 2010, you will enter your key code here. This will be found inside the flap of the SAM 2010 package (card) you purchased with your textbook. If you do NOT see this message, please proceed to the next screen.

Click Save to go to the next screen.

NOTE: This 18-digit code is case-sensitive.

**User Profile**

You need to create your SAM User Profile.

Enter your information in all of the required (*) fields, including a secret question and answer that will be used for security purposes should you ever forget your password. **Usernames MUST be an email address.**

Click Save when you’re done.
Note: If UserName already exists, please follow instruction below.

If you have tried to enter a username which already exists within Cengage Learning, you will be prompted to confirm your password. If you are unable to retrieve it by using the “Forgot your password?” link, you will need to create a new username to used within SAM 2010.
The SAM Terms and Conditions will display. Read them and then click the “I Agree” button to accept the terms and conditions and continue. If you click I disagree, SAM automatically exits.

Please select the appropriate section. There will be four sections listed (2 Excel and 2 Word); be sure you know your Course and Section number when selecting your section. (See Figure on next page.)
Please Note: Assignments labeled as “B” or “A” assignments may appear at this time in the assignment listing. Please begin with the “C” assignments listed under the Assignments section on Blackboard. These assignments are from the textbook; and, are, therefore, ready for you while I finish preparing the remaining assignments for this class. You will be notified via email when the “B” and “A” assignments are completed.