

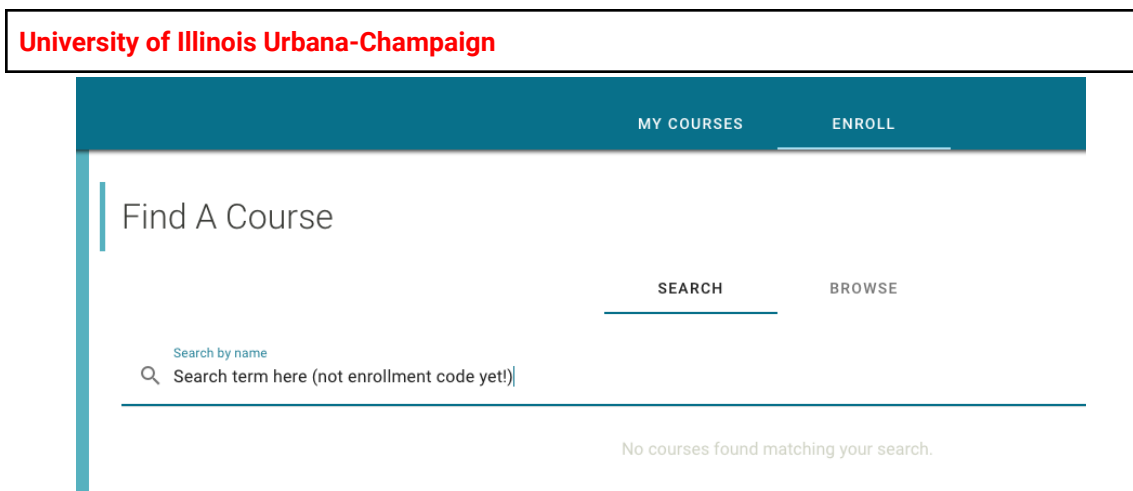
Labflow Enrollment

A. Labflow Account - Creation or Log-In

1. Go to labflow.com.
2. If you do not have an existing user account, you will need to create one. If you have an account, skip to step 3.
 - a. Click on **CREATE ACCOUNT** and enter the following information:
 - i. Username - Enter your university email address.
 - ii. Password - Something you will remember (entered twice)
 - iii. Name - First and last (format however you want your instructor to see your name)
 - iv. Student ID number - This may be REQUIRED for enrollment, so enter now.
 - v. Location - City, Country, and Timezone (make sure it matches your institution's).
 - b. Read, then click on the box stating that you understand and agree to our [site policy agreement](#).
 - c. Click **CREATE ACCOUNT**.
3. If you already have an account, enter your credentials and log in. If you have an account but forgot your username or password, click on the **FORGOT PASSWORD?** button.

B. Enrolling in a Course and Section ([Video](#))

1. Enter the **Course Enrollment** page.
 - a. If you are new to Labflow, or are no longer enrolled in any course, you will already be on this page.
 - b. If you are already enrolled in a course, you might open into that course. Click on the three-line menu in the top left and choose **Other Courses** to reach the page.
2. Click on the **Enroll** tab and search for:



3. Click on the name of your course from the generated list to select it.

- You will be prompted to enter an enrollment code. Your enrollment code corresponds to your specific section using the following guide:

Format	Example (Not a valid code)
Three-character section name	R13

- Click **Continue**.
- Confirm your section details by choosing the **day of the week** that your lab section meets.
- Click **COMPLETE ENROLLMENT**.

C. Paying for a Course

You will now arrive on the Payment options page.

- Pay later - **Recommended**



Pay later

Labflow allows free access for 21 days from the first day of classes. If you are unsure whether or not you are going to stay in the course, or if you plan to use an access code later, select this option.

After the free access period, you will be prompted to pay.

- The **Pay later** option gives you full use of Labflow for at least **14 days** from the first day of classes before needing to pay.
- Everyone should select the **Pay later** option until you are absolutely certain you will be staying in the course.

- Access code



Access code

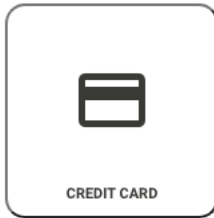
Labflow access codes are 16 characters long

Example: P2Q6-T89B-FERW-M945 (**DO NOT USE THIS CODE**)

If you have purchased an access code from your bookstore, or were given an access code, select this option.

- Labflow access codes are 16 characters long.
- If you have purchased an access code from your bookstore, or were given an access code, select the **Access code** option.
- Enter the access code on the next screen and click **VERIFY** to confirm the code is valid.

3. Pay now - **NO REFUNDS**



Pay now

If you are sure you are going to remain in this course, and are ready to pay now, select this option.

Once you purchase with a credit card, no refunds will be given.

If you have any doubts, select the Pay Later option.

- a. **Once you purchase with a credit card, no refunds will be given.**
- b. If you have any doubts about whether you will stay in the course, choose the Pay later option instead.
- c. If you are *sure* you are going to remain in this course, and are ready to pay now with a credit card, select the **Pay now** option.
- d. You will then see your order summary. Choose **CONTINUE** to enter your payment information.
- e. After entering payment information, choose **CONTINUE** to review and confirm.

You should now be on the main page of your Labflow course.

Labflow Support

Updating Account Information

Click on the three-dot menu in the upper right-hand corner next to your name.

- Choose **Profile** to change your time zone, ID number, etc.
- Choose **Change Password** to change your password

Technical Concerns

A technical concern is when Labflow is not behaving as you expect or you do not know how to do something on the site.

- Try logging out and going to <https://labflow.com/reset> to log back in
- Create a support ticket with Labflow Support from the three-dot menu in the upper right-hand corner of the site or by emailing support@labflow.freshdesk.com

Content or Scheduling Concerns - Please contact your instructor or TA!