Registration Instructions for

Criterion® Bookstore Model Students

Effective August 19, 2013

A new version of Criterion was released on August 19, 2013. The registration process for students using the Bookstore Model of Criterion changed on that date. Please follow the instructions below to register. If you have any questions or problems registering, please contact Criterion Support toll free at (866) 717-1915 or email criterionsupport@ets.org.

How to Get Started:

To register for the Criterion Online Writing Evaluation Service:

1) Go to the Criterion home page at http://criterion.ets.org
2) Confirm your computer meets the System Requirements for Criterion by checking the document posted on the home page.
3) If you are a New User, click Create Account and complete the Create User Account form. You will need the Class Access information provided by your instructor in order to create your account. Record your user name and password below.

<table>
<thead>
<tr>
<th>User Name</th>
<th>Password</th>
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   You will need this information to Log In to Criterion after your user account is created.
4) After signing in, you will be taken to your student home page. The class you are connected to will appear in your class list. In the Status column, the class will be listed as “Pending”.
5) Click the Enter Serial Number link.
6) Enter the Serial Number and click Save.
7) The Connect screen will verify the name of the class you are connecting to. Verify the information and click Connect. The Connect screen will provide the number of days you will have to submit work for the class.
8) If the information is incorrect, click Cancel and contact your instructor for further assistance.
9) When you are connected to the Class, the Status column of the Class page will note the number of days remaining on your registration. You will receive an e-mail notification when 30 days remain on your registration. When the days remaining on your registration are zero, you will need to purchase another serial number to continue to access Criterion. You will continue to have read-only access to your current account as long as the class you are connected to is part of an active account; however you must have an active registration code and be connected to an active class in order to submit assignments.

Returning Users:

9) If you already have a User Name and Password, enter the information in the Returning User section of the home page and click Sign In.
10) Check the Status column of the Class Page for the number of days remaining on your registration. (Refer to number 8 in the previous section for additional information on the Status column.
11) To connect to another class, click the Enter Access Code button at the top of the home page screen and enter and confirm the access code provided by your instructor.

For information on additional functions in Criterion, please refer to the Student Quick Access Guide.