

## MicroGrade Installation and Registration

**Installation:** Before installing your copy of MicroGrade, please verify that the computer's date is current. An incorrect date may invalidate the registration procedure. When installed on a computer that supports user access levels (WinNT, Win2K, WinXP, Mac OS X, etc.), the person who installs MicroGrade must be logged in as an administrator. Users of MicroGrade (after installation) do not need to be administrators. For more information on administrative access and MicroGrade installation, please read the **MicroGrade & Administrative Access** document.

**Registration:** Registering your copy of MicroGrade is a simple 3-step process.

### Step 1

The first step is the entry of some user information and the MicroGrade Serial Number. The serial number for your copy of MicroGrade is on the installation instructions page and is affixed to the CD container. When all the registration information has been entered, the "Register" button will become accessible, as shown in the figure below.

**Note:** The registration process requires that you enter a valid email address. Each user license permits the installation of MicroGrade on two computers provided the same email address is used for installation on both computers. If your email program is set up to filter "spam", please make sure that you can receive email from the chariot.com domain.

Chariot respects the privacy of our customers. Information provided during the registration process will never be made available to any third party.

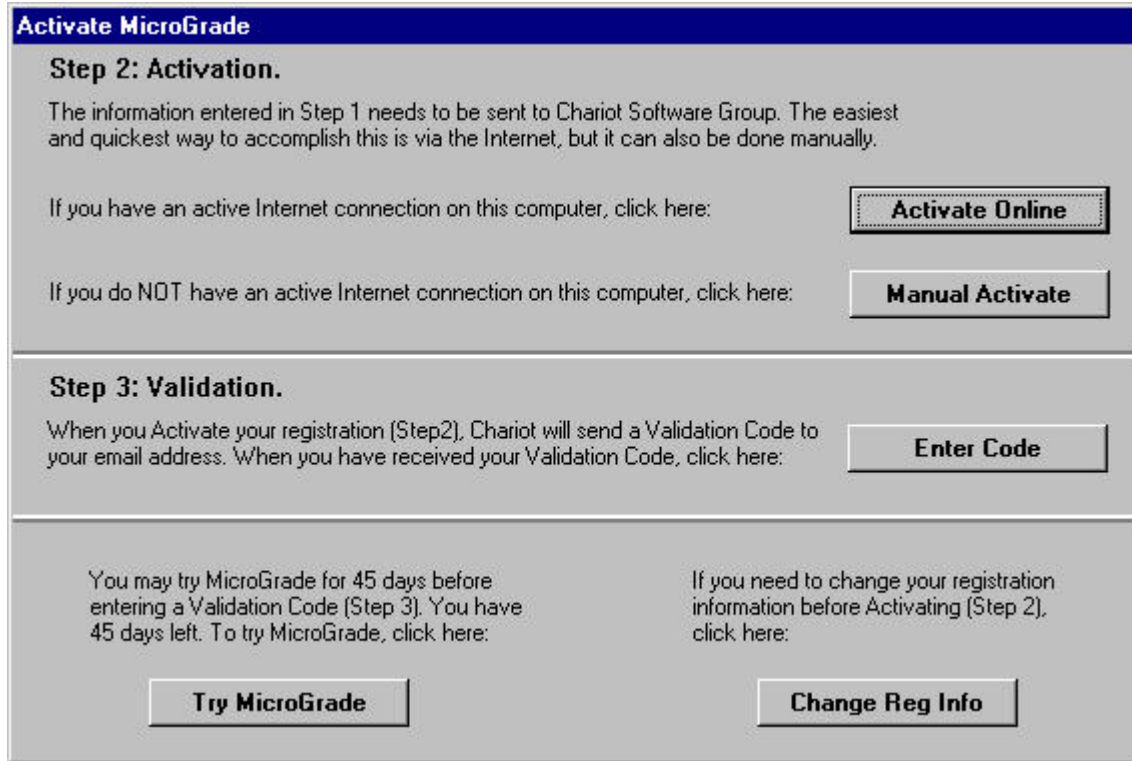
When you enter the MicroGrade Serial Number and other user information into the dialog box (as shown above), you can proceed to Step 2 of the registration procedure. Notice how each field is marked with a burgundy check mark as you enter your registration information.

Clicking on the **Register** button will present the following confirmation message:

Please take a moment to review the information you have entered and that the email address is valid. If no changes are required, click the **Yes** button and proceed to step 2 of the registration process. Clicking the **No** button will return you to the first dialog box to make any changes.

## Step 2: Activation

If you have an active Internet connection on the computer you are currently using, click on the **Activate Online** button in the dialog below. Note: It is important that you have an active Internet connection before clicking the button. If you have a dial up connection, please establish your connection before clicking the button.



**Activate MicroGrade**

**Step 2: Activation.**

The information entered in Step 1 needs to be sent to Chariot Software Group. The easiest and quickest way to accomplish this is via the Internet, but it can also be done manually.

If you have an active Internet connection on this computer, click here: **Activate Online**

If you do NOT have an active Internet connection on this computer, click here: **Manual Activate**

**Step 3: Validation.**

When you Activate your registration (Step 2), Chariot will send a Validation Code to your email address. When you have received your Validation Code, click here: **Enter Code**

You may try MicroGrade for 45 days before entering a Validation Code (Step 3). You have 45 days left. To try MicroGrade, click here: **Try MicroGrade**

If you need to change your registration information before Activating (Step 2), click here: **Change Reg Info**

Online activation takes only a few seconds. Please wait for the confirmation message to appear.

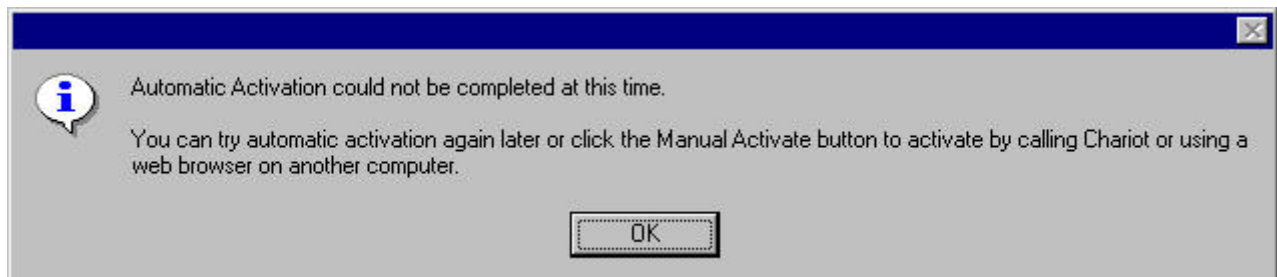


**i** Automatic Activation completed successfully.

You will receive your validation code via email at bsmith@hamilton.edu  
After receiving your validation code click the Enter Code button in the following dialog to complete registration of MicroGrade.

**OK**

If MicroGrade is unable to successfully complete an automatic online activation, you will receive the following message after about 40 or 45 seconds. If automatic activation could not be completed, please proceed to page 4.



**i** Automatic Activation could not be completed at this time.

You can try automatic activation again later or click the Manual Activate button to activate by calling Chariot or using a web browser on another computer.

**OK**

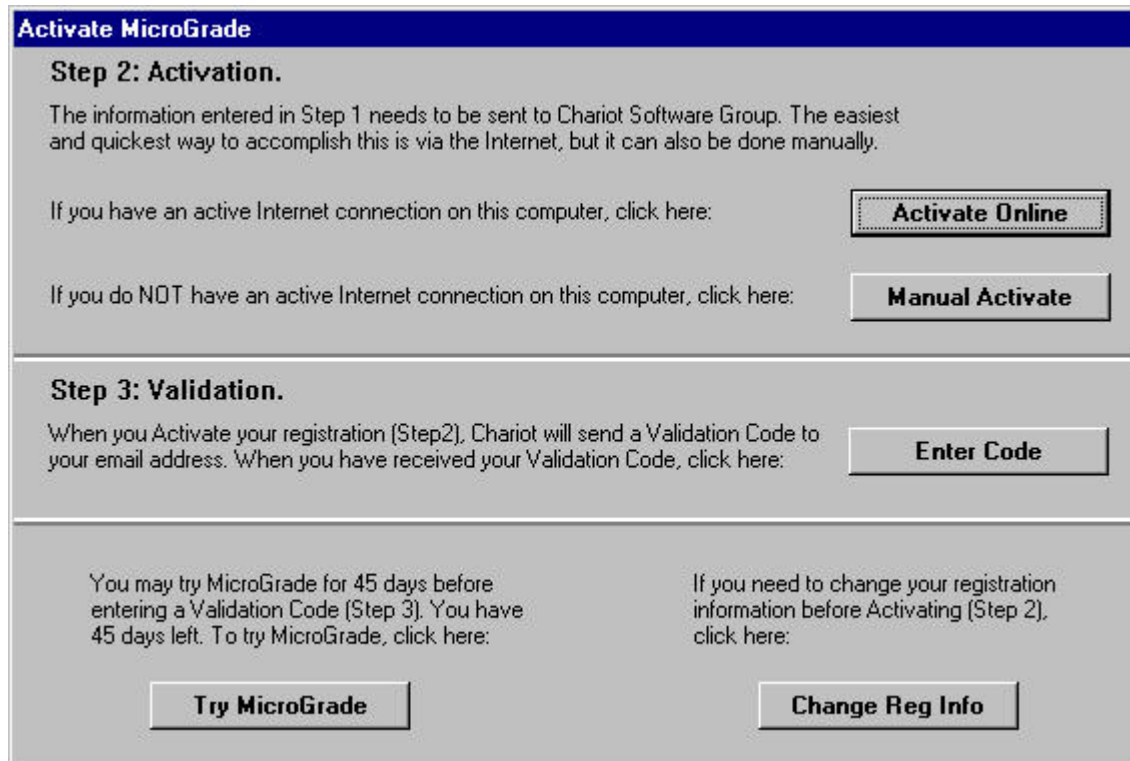
**Step 3: Validation.** When you Activate MicroGrade (either automatically or manually), Chariot Software Group will send a message to the email address you provided during registration. It will include a Validation Code that you must enter into MicroGrade to complete the registration process. The email message will look something like this:

Here is your validation code:  
648-564-0101

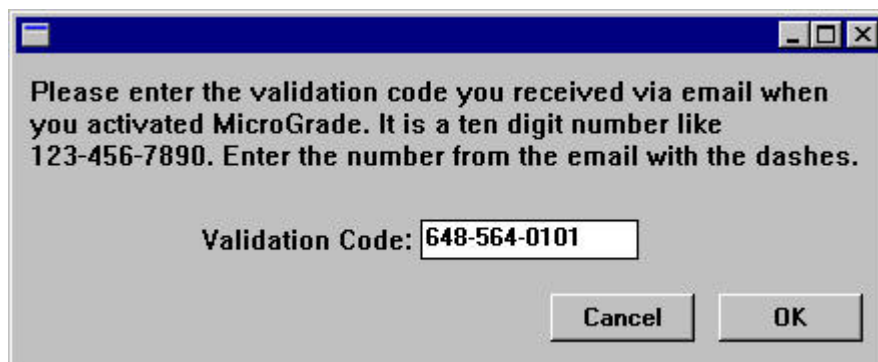
Thank you for registering your copy of MicroGrade.

Start Micrograde and enter this Validation Code in Step 3 to complete the registration procedure.

Now that you have the Validation Code, you can click on the **Enter Code** button, as shown below.



In the dialog box that appears (as shown below), enter the Validation Code that you received via email.



That's all there is to it. You have successfully registered MicroGrade.

**Manual Activation:** If you do not have a connection to the Internet on the computer that you use for MicroGrade, or the automatic registration process failed, click on the "Manual Activate" button. As shown in the example below, MicroGrade will supply the registration information you need to complete a manual activation. To complete Step 2 of the registration procedure, you can either call Chariot Software Group or go to a computer which has an Internet connection.

**Manual MicroGrade Activation**

You can manually activate MicroGrade via telephone or the Internet. Choose the Print button to make a copy of the information needed to activate MicroGrade.

**Name: Bob Smith**

**School Name: Hamilton Middle School**

**Email Address: bsmith@hamilton.edu**

**Serial Number: WHIWX-10001-JX4PP**

**Activation Code: 242-704-1778**

**Version Number: 6.1.0.42H**

**Build Date: 6/28/04**

To activate on the Internet go to: <http://register.chariot.com>

To activate by phone call: 858-270-0202 and ask for the MicroGrade Registration Desk

At <http://register.chariot.com> you can provide the registration information Chariot needs to activate your installation of MicroGrade, as shown in the figure below. This step is only necessary to complete a manual activation (if the automatic online activation is not possible).



Information fields marked with an \* are required. We will send a confirmation email to the address you entered. **The information provided on this form will never be made available to any third party.**

**Online Registration:**

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First Name:  \*

Last Name:  \*

School Name:

Email:  \*

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Serial Number:  -  -  \*

Activation Code:  -  -  \*

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Version Number:

Build Date:

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Please select the type of institution you are associated with.

Elementary                       Middle School

High School                         2 year College

4 year College (University)     Business

Government                         Other

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When this form is completed and submitted, you will receive your validation code via email. Please go to page 3.