SAM Student Registration Instructions

REMINDER: The on-campus registration must be completed first in order for you to proceed with the SAM enrollment below.

NOTICE ABOUT FIREFOX AND ADOBE FLASH

Please note that Mozilla recently began blocking the Adobe Flash Player from running automatically in the Firefox web browser. SAM exams and trainings require Adobe Flash Player to use. For any Firefox users, you are still able to utilize Flash Player by clicking Activate Adobe Flash on the screen when prompted. Otherwise you can utilize an alternate browser, such as Chrome.

1. Go to: http://sam.cengage.com
   (This page may also be accessed by clicking on the blue “button” labeled SKILLS ASSESSMENT MANAGER (SAM) at the School of Business Excel Competency Exam page.) The SAM page below should then appear.

2. Log in using your UW-Platteville complete email address as your Username, along with the Password that was sent to you in the email from the School of Business following your campus registration. (Do NOT click on the “New User” button!)
Once you are logged in, you will see a window like below:

3. Click on Sections.

4. Then click on Join a Section.

5. Select Excel 2010 Exam for the semester that you’re taking the exam by clicking on the Join Section icon.

Once you do this, you will see a screen prompt instructing you to go to the Activities tab.
From the Activities tab, you can access a training session. Refer to the instructions below for how to begin the training session.

6. If you’d like to take the practice exam so you know what to expect on the exam, select Activity List, and then click on the **Training**.

7. When the following window appears, click on the **Start** button.

8. Once you are in the Training screen, there are three options: **Observe**, **Practice**, and **Apply**.

- **Observe** shows you exactly what to do to complete an assigned task.
- **Practice** asks you to complete assigned tasks on your own, but will provide hints if you get stuck.
- **Apply** requires you to complete the assigned task without assistance as you will need to do on the exam. Applying it requires you to complete the task with no hints.
For each question, you will first observe a task being completed; then practice the same task with an on-screen hint (if needed); and finally, you will apply your knowledge of the same task by completing it without assistance.

9. Once you complete all the training questions, you will be shown how many tasks you completed correctly.

- Don’t forget to log out of the SAM website!

- BRING YOUR PASSWORD WITH YOU TO THE EXAM!
  (You may change your password after you log in the first time.)