

# The Berkeley MBA

## EVENING & WEEKEND PROGRAM

### Study.Net Basic Instructions

- **Login to Study.Net**

Your Study.Net course list has been pre-populated with the core courses and electives you successfully bid on, when your instructor is using Study.Net. Please go to [www.study.net/berkeley](http://www.study.net/berkeley) and login with the following information.

- Login ID: your official Haas email address (name@mba email address).
- Password: your last name, lower-case (example: John Smith = smith).

\*You may change your password to something more secure by going to User Info.

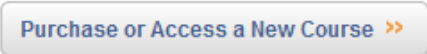
If you are unable to log in, you may also manually register with your @mba email address. Please select University of California, Berkeley as your school. If your courses are not pre-populated, please see "Manually Adding Courses" below.

- **Accessing Course Materials**

- **View Course Materials**

- After login, click "**COURSES**" in the header.
- Highlight a course name and click "**View Course.**"
- Click the "**Materials**" tab.
- Click a material name to view that particular material.
- Click the "**How-To**" link (above the course material list) for tips on how to manage (i.e. view, print, save and annotate) your course materials.

- **Manually Adding Courses**

- After login, click the link:  

- Select your course(s) from the list of available courses under EWMBA and click **Add to Cart** to start the purchase process.
- If prompted, use the course password provided to you by your instructor or program manager (most courses do not require a password). You will be prompted for a course password. The standard password for all EWMBA courses is "**bears.**"
- Click on **Proceed to Checkout** to complete the order
- On your courses list, your new courses will appear.

- **Material Formats**

- **Zip Files**

- You can download all or most of your course materials at one time by using the "**Download Zip File**" feature at the bottom of the course materials list.

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- **PDF eBooks**
  - When this option is available, click "**Download eReader File**" (at the bottom of the course materials list) to view a single paginated PDF of all the course materials in a course.
  
- **Printed Hard Copies**
  - An optional, free, printed copy (TEXTPAK™) of your course materials can be ordered directly from Study.Net at the time of your initial purchase or anytime thereafter.
  - Go to the **Materials** tab of your desired course.
  - Click the link to **Purchase a Printed TEXTPAK** in the top right corner.
  - Click the check box next to "Order printed TEXTPAK" then **Proceed**
  - Select your desired options then **Proceed to Checkout**
  
- **Add/Drop Period**

During the add/drop period for electives, you are welcome to access up to 8 MBA courses (listed on Study.Net) at one time. However, you must manually add new courses to your Study.Net course list as there is no direct link with the Haas registration system. Please follow these steps to access a new course:

  - After login, click the link **Purchase or access materials in a new course.**
  - Click the desired course name, then click "**Add to Cart.**"
  - You will be prompted for a course password. The standard password for all EW MBA courses is "**bears.**"
  - **Printed course readers** (i.e. TEXTPAK) can be ordered once the add/drop period ends and enrollment has been finalized. EW MBA students can order one optional TEXTPAK at no charge for each of their officially enrolled EW MBA courses.
  - If you want to remove a course from your Study.Net course list during the add/drop period, please email [customerservice@study.net](mailto:customerservice@study.net).