

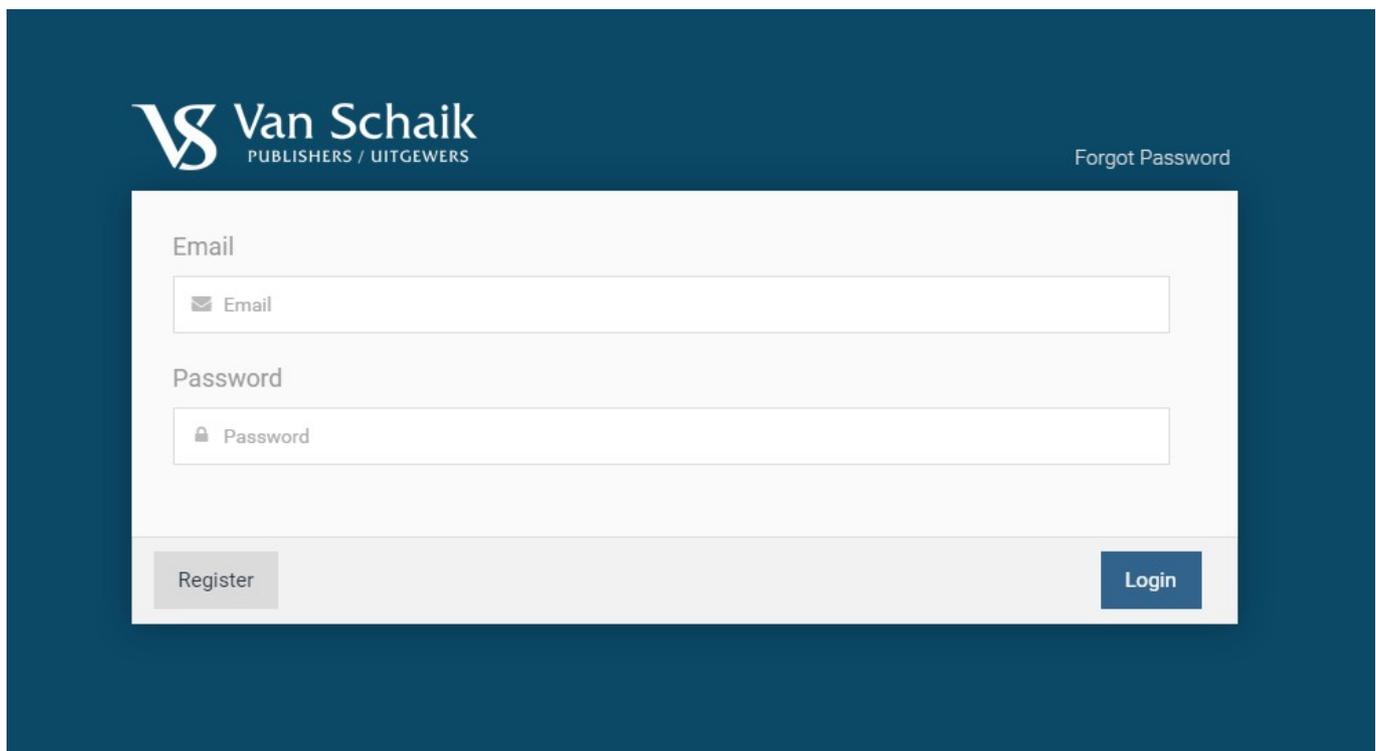
# Lecturer Support Material Manual

## Registration & Requesting Access to Resources

You can access the LSM portal either through Resources links on the Van Schaik Publishers website or directly by going to [www.vanschaiknet.com/lsm](http://www.vanschaiknet.com/lsm).

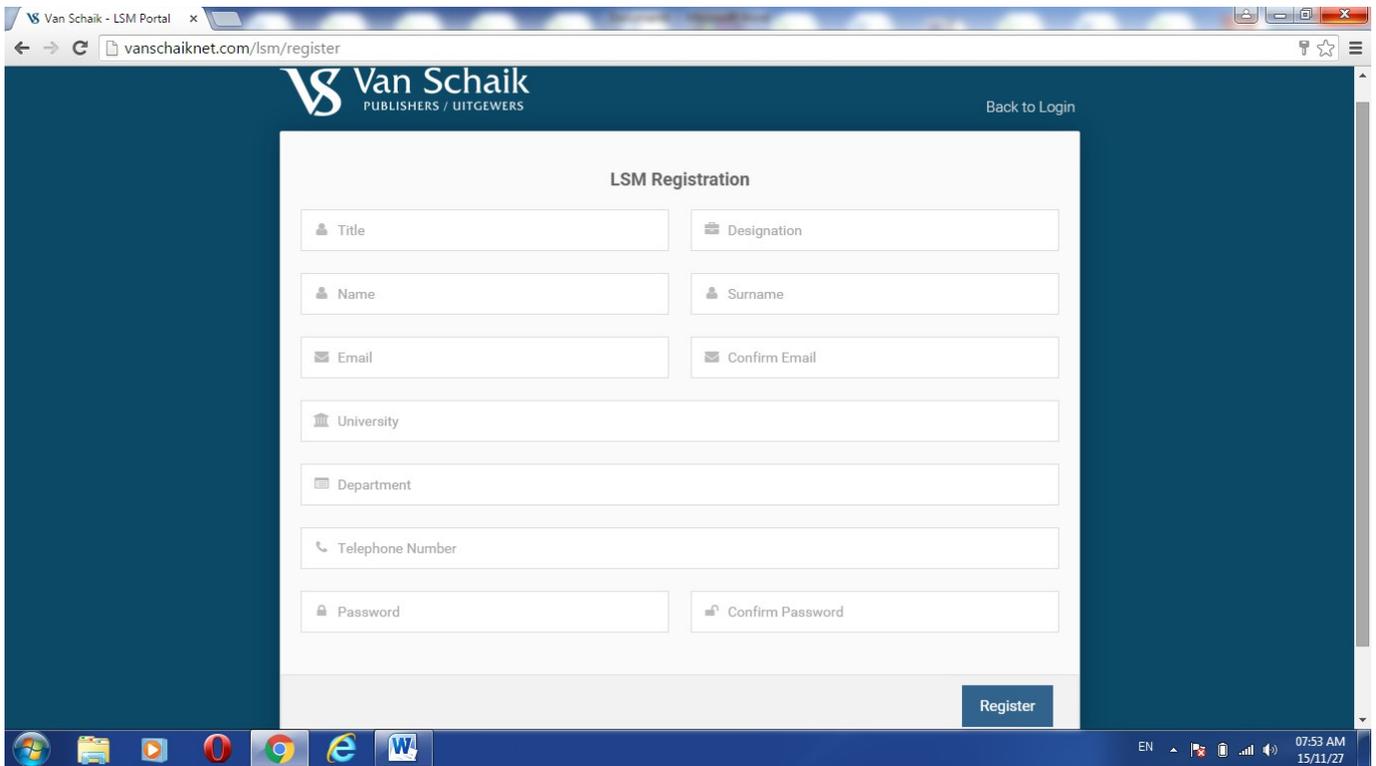
Registration is required to prevent students from accessing test banks and solutions to questions. Each registration request is checked and you might be contacted to verify your status as a lecturer. You will not be able to request access to a book's resources until your registration has been approved. Once you have created a profile you will be able to add books to a 'library' so that accessing your resources is as simple as possible. You will need to request access to the resources of each book individually and will also need to request access to the resources of new editions. Your requests need to be approved and you might be contacted to verify that you are prescribing a book if you have requested access to that book's lecturer support material.

### REGISTRATION SCREEN

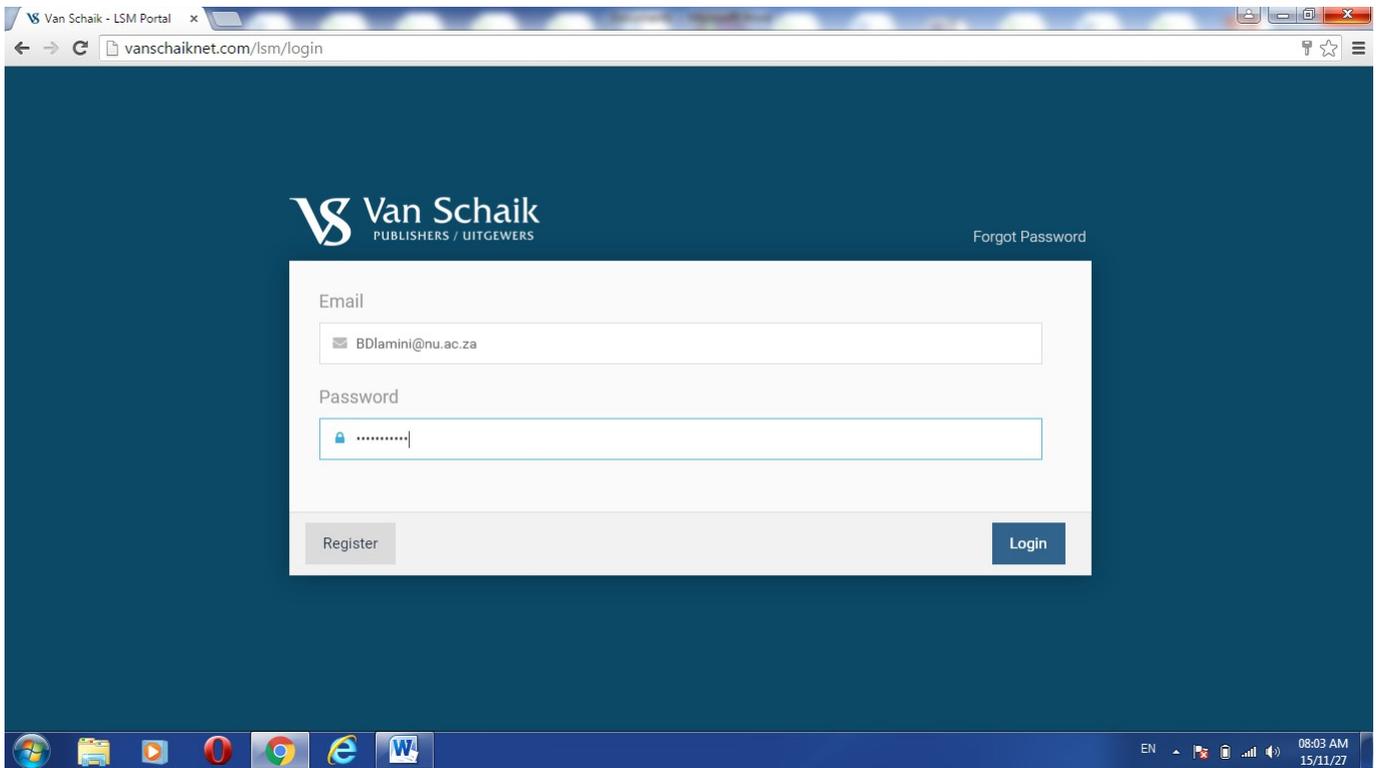


The registration screen features the Van Schaik logo (PUBLISHERS / UITGEWERS) and a 'Forgot Password' link. It includes input fields for 'Email' and 'Password', and buttons for 'Register' and 'Login'.

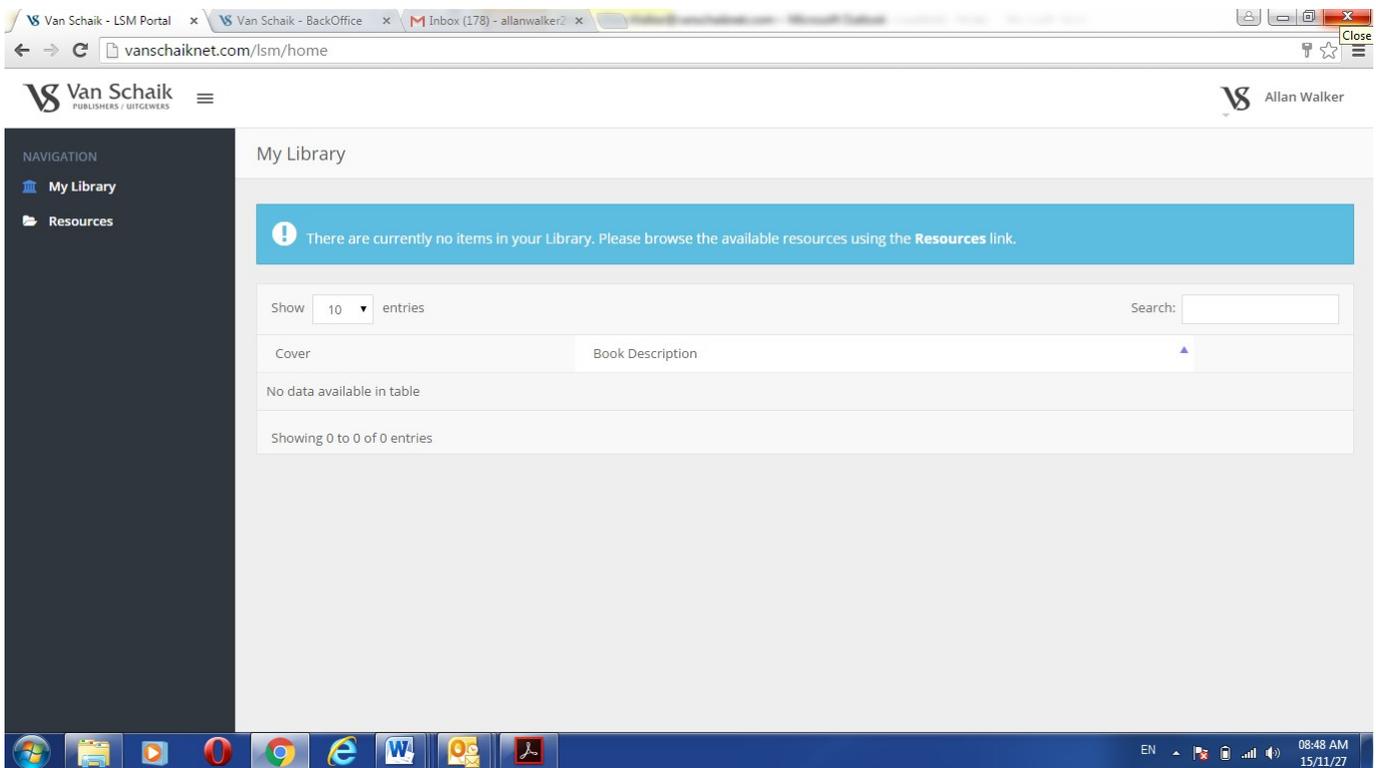
The registration screen contains a range of fields that must be completed. You will need to enter and confirm your email address. It is best to use your university email address as non-university emails will trigger the need to verify your status as a lecturer. You will also need to enter and confirm a password.



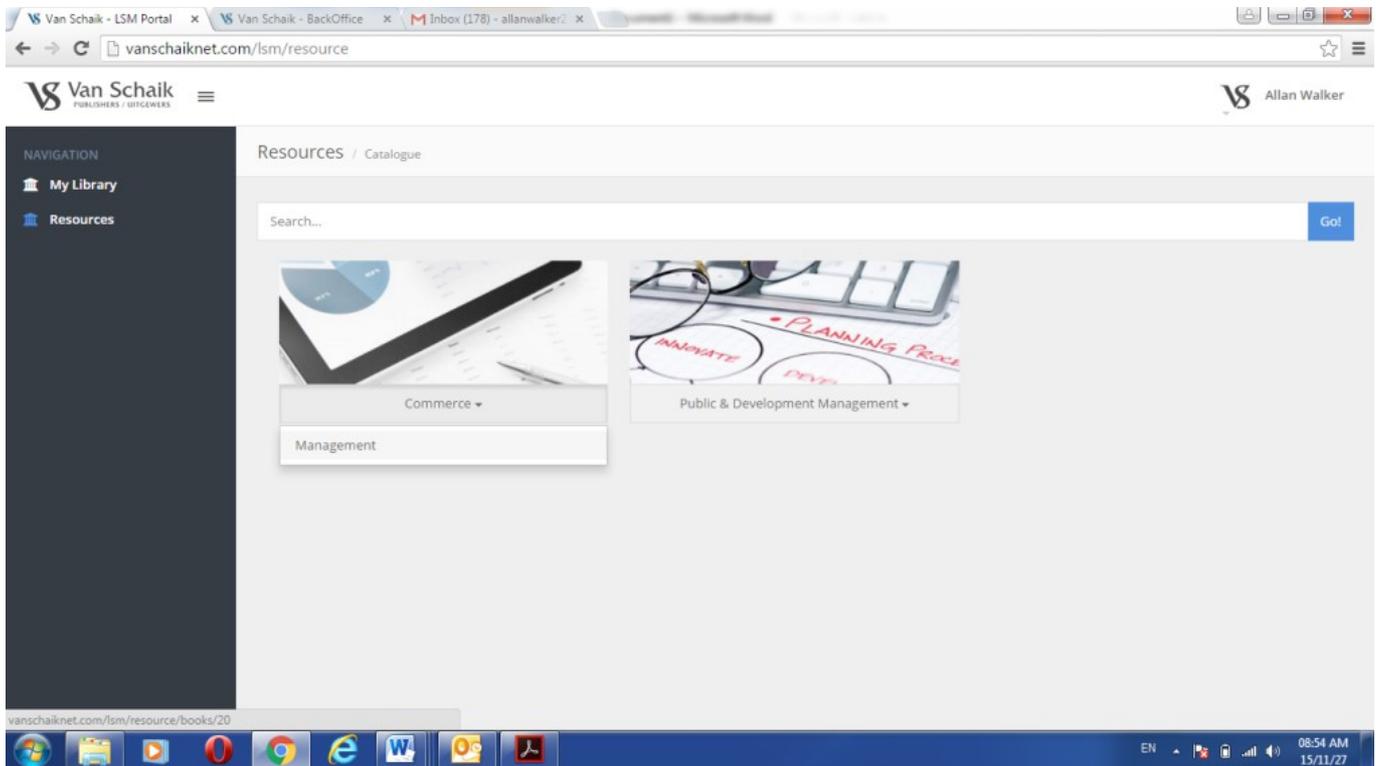
Once you have registered, a green confirmation message will appear at the top of the screen. Your registration will be sent to a member of the Van Schaik Publishers team for approval. You may be contacted if you are not known to a member of the team so that your status as a lecturer can be verified. This is necessary as students sometimes attempt to register so that they can access test bank answers and solutions to questions. When your registration has been approved, you will receive an email confirming your access. You will then be able to return to the LSM portal Login screen.



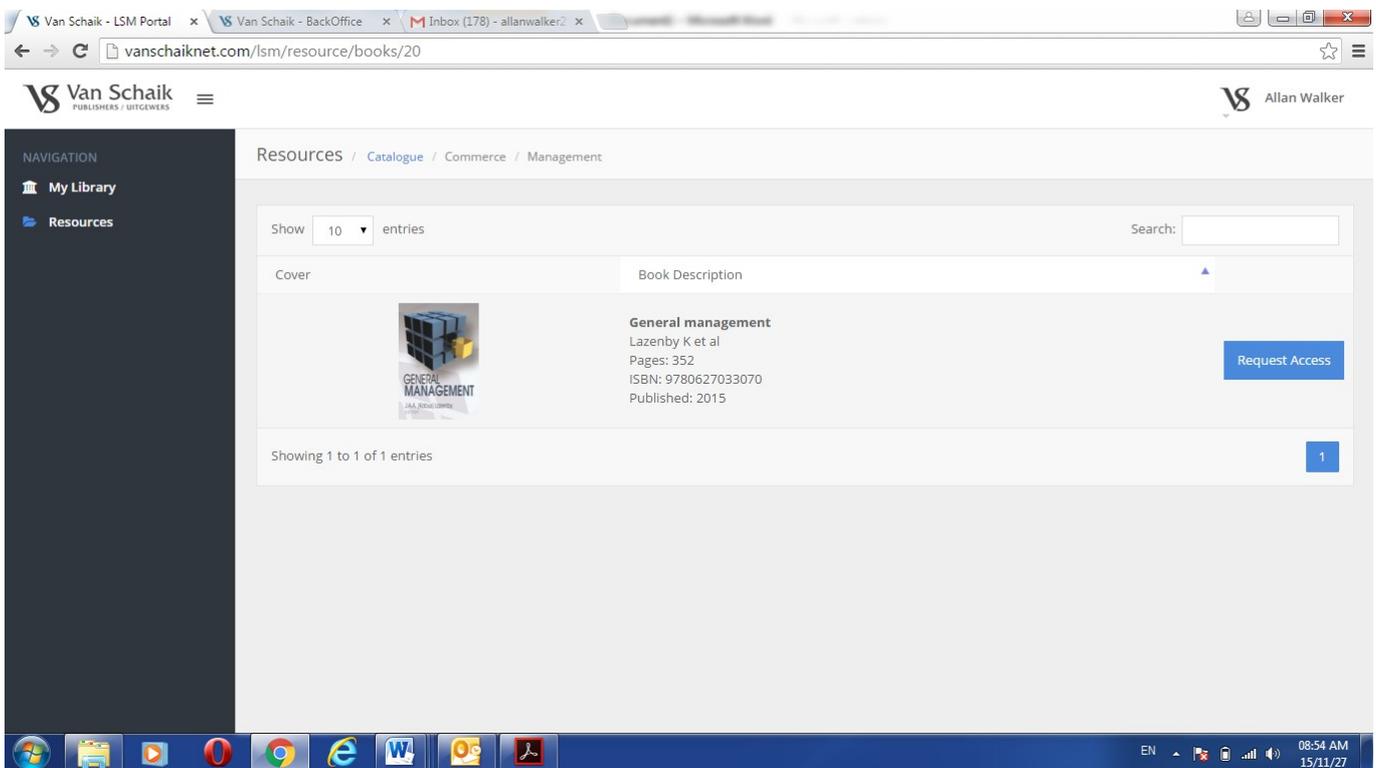
When you access your profile for the first time you will notice that you do not have any 'books' in your library. You will need to request access, so click on the Resources link.



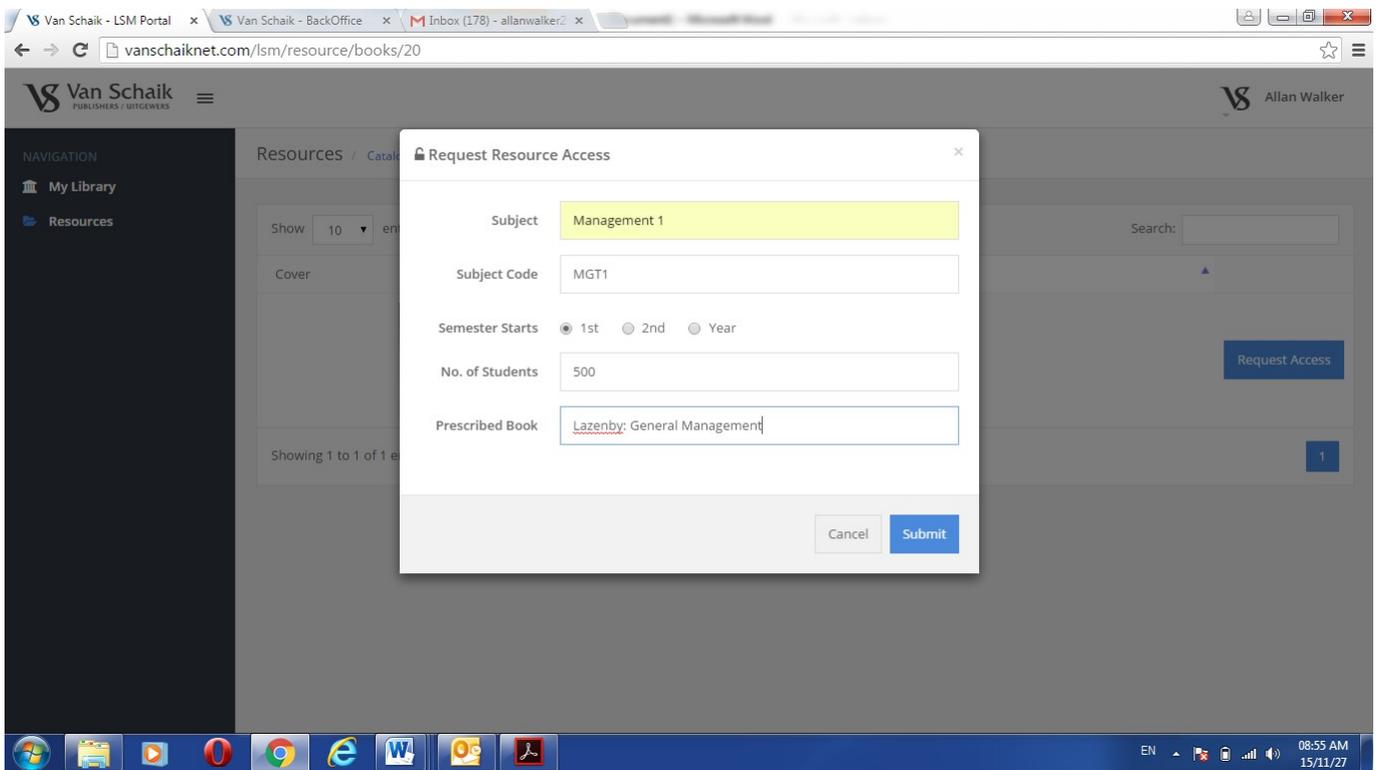
A catalogue will appear showing the various disciplines. In the example only two disciplines are shown but the range will be wider and will include your subject area. Click on your Discipline area and a list of subjects will be given. You can also use the 'Search' function.



Once you have selected a subject area, a list of books will be given. In the example, one book is shown but some subject areas will include several books. Once you have found your book, click on the 'Request Access' button.

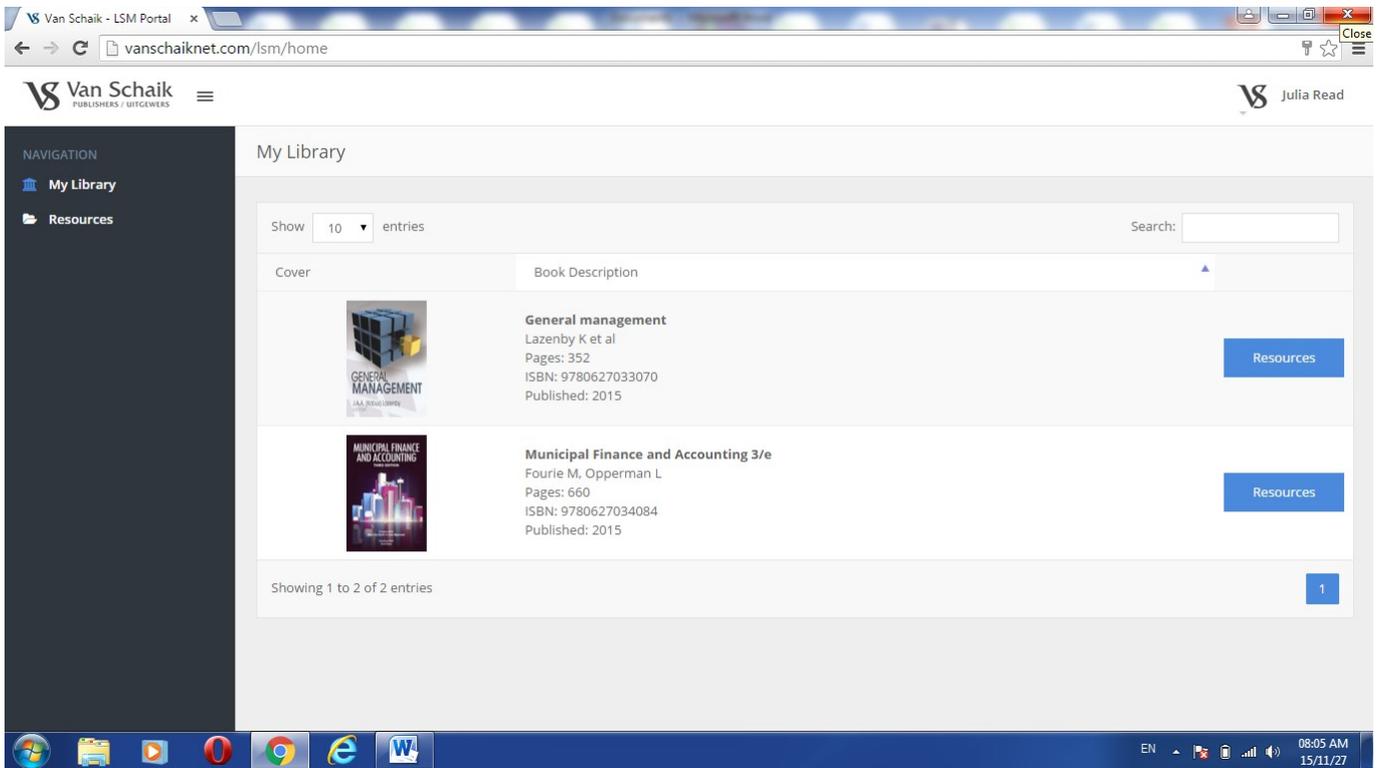


You will be required to complete a brief set of fields and once this has been done, click on the 'Submit' button.

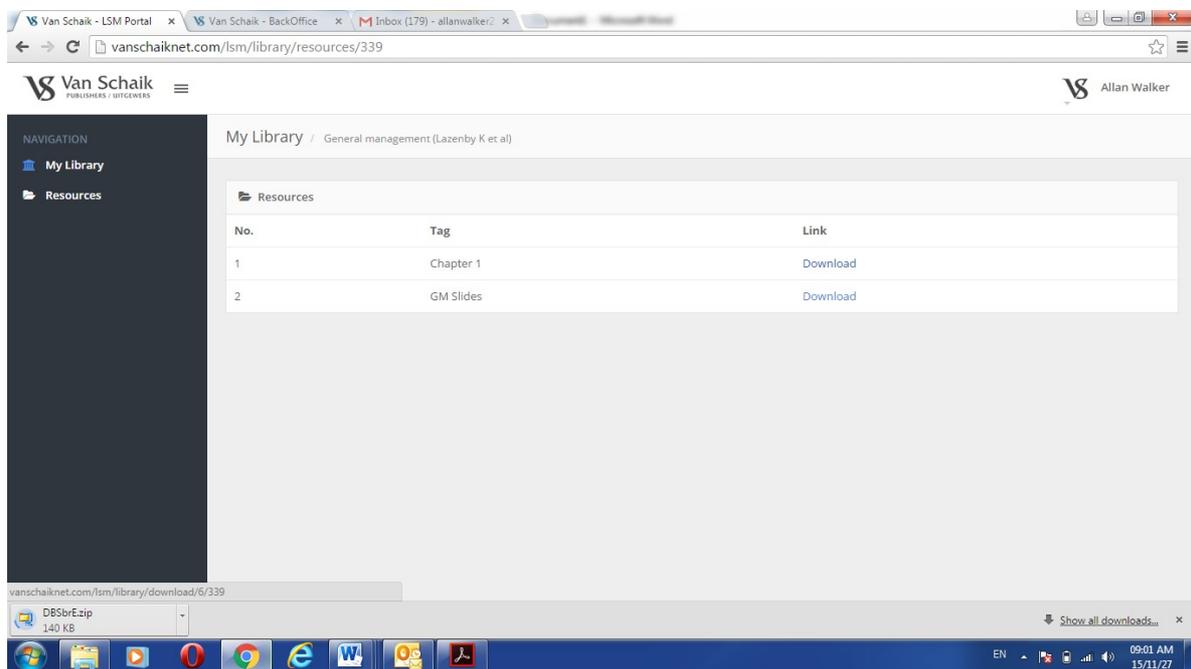


Once you have requested access, your request will be checked by a member of the Van Schaik Publishers team and you might be contacted to confirm that you are prescribing the book. Unfortunately, you will not be able to access the resources if you are not prescribing the book. If you just want to review the resources while evaluating a book, you are able to request samples and this is done by contacting your Marketer or by sending an email to [marketing@vanschaiknet.com](mailto:marketing@vanschaiknet.com).

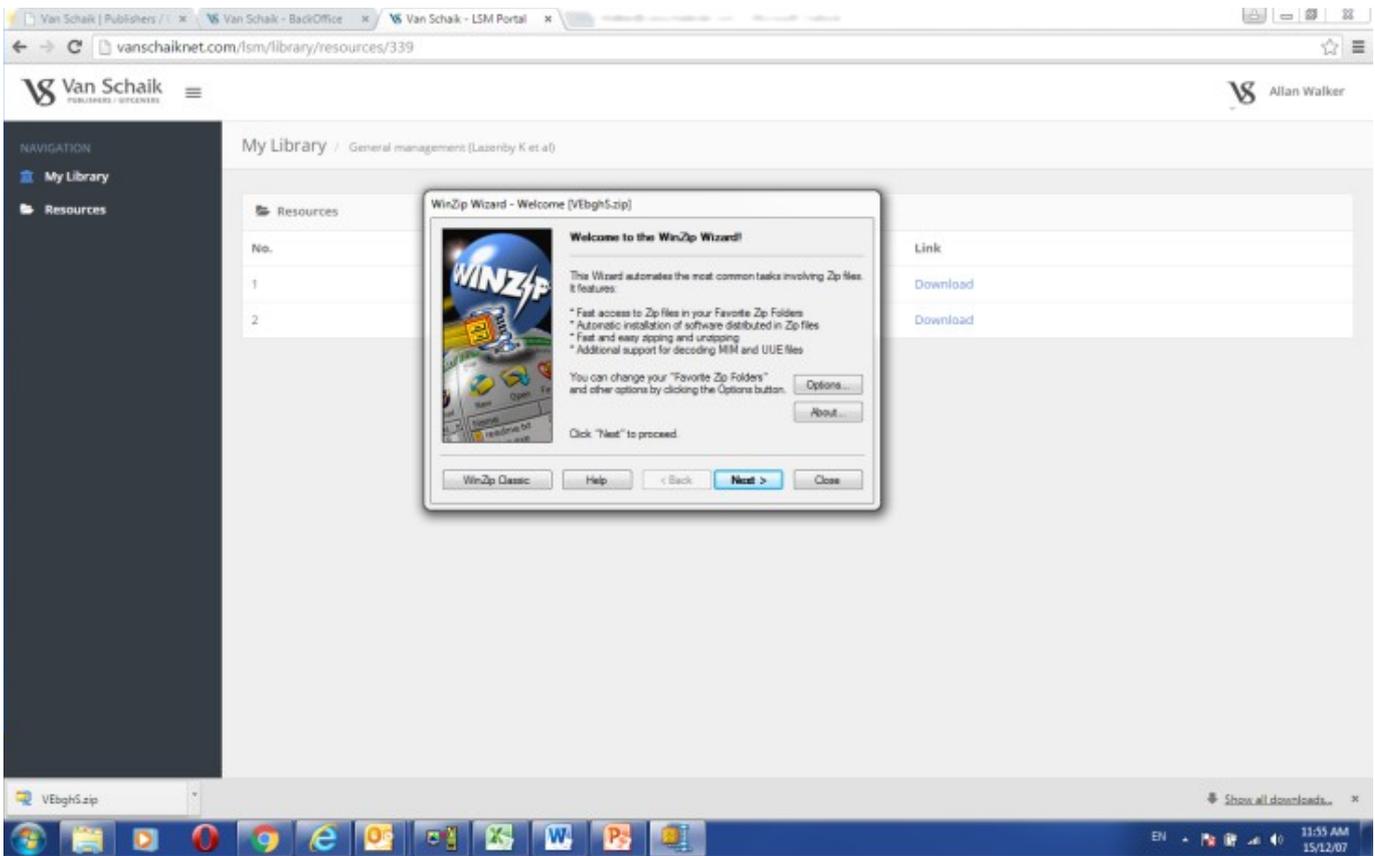
Once you have been given access, you will receive a confirmation email and the books for which you have access will appear in your 'library'. You will be able to access the resources for a book by clicking on the 'Resources' button alongside the book's details.



The resources for the book will be given in a list format. You will be able to access the files by clicking on the 'Download' links.



The files will be zipped to minimise file sizes and once you click on the Download button, the download process will begin. The download time may vary depending on the operating system you are using, but the file icon should appear at the bottom of your screen. Once the file has fully downloaded, double-click on the icon and a WinZip dialogue box will appear. Simply follow the instructions in the dialogue box and your files will be available to save on your computer.



Once completed the file should appear in a window on your screen. Just double-click on the folder to access the files.

