

## CPSrf Serial Number Change

The CPSrf pads have a special serial number that needs to be entered correctly for proper functioning of the pad. All RF pads begin with an "r" and this must be included when the pad is registered. To change the serial number for your CPSrf pad follow the instructions below.

- 1) Login to CPS Online <http://cpsonlinehe.einstruction.com/>
- 2) Once inside your account click on the "Account Information" button.
- 3) Click on the "Manage My Pads" link as shown below.

The screenshot shows a web browser window titled "CPSOnline User Account - Mozilla Firefox". The address bar shows the URL: <http://cpsonlinehe.einstruction.com/source/useraccount/dspHome.cfm?sk28xs=73381A9864B47A725A96749260>. The browser tabs include "LON-CAPA User Roles", "Student Engagement Questionnaire", and "CPSOnline User Account".

The main content area is divided into two sections:

- Helpful Information:** Contains a link to "Technical Support".
- Account Information:** Contains a section for "My Current Classes" with the following table:

Class Name	Online Class Ends	Pad ID	Pad Serial Number	Student ID
No Classes	-	-	-	-

Below the table, there are several links: "Update My Profile", "Manage My Pads" (highlighted with a red box), "Enroll In a Class", and "Logout". A red arrow points to the "Manage My Pads" link with the text "Click 'Manage My Pads'".

At the bottom left, there is a copyright notice: © einstruction 2005.

- 4) Click on the "Add a Pad" link as shown below.

CPSOnline User Account - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://cpsonlinehe.einstruction.com/source/useraccount/dspManagePads.cfm

mozilla.org Latest Builds

LON-CAPA User Roles Student Engagement Questionnaire CPSOnline User Account

### Helpful Information

» Questions or problems? Please contact [Technical Support](#).


If your serial number starts with an 'r', please enter it.  
[RF serial number location](#)

### Manage My Pads

#### Current Pads

Serial Number	Class(es) Used In	Delete Pad From Account
<a href="#">Add a Pad</a>	<a href="#">Link a Pad With a Class</a>   <a href="#">Back To Account Information</a>	

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 Click "Add a Pad"

5) Enter the correct Serial Number for your RF pad as shown below.

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File Edit View Go Bookmarks Tools Help

http://cpsonlinehe.einstruction.com/source/useraccount/dspAddPads.cfm

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### Helpful Information

» Questions or problems? Please contact [Technical Support](#).


If your serial number starts with an 'r', please enter it.  
[RF serial number location](#)

### Add a Pad

Please enter the serial number for the pad you wish add to your account below.

**Serial Number:**

**Confirm Serial Number:**

 Enter and confirm correct serial number. And click "Add Pad"

[Add Pad](#) [Back To Manage My Pads](#)

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**PLEASE NOTE: All serial numbers for RF pads must begin with "r"**

6) Link your pad with the desired class as shown below.

**Helpful Information**

» Questions or problems? Please contact [Technical Support](#).

1) Check this box to show and then select the desired class.

2) Click the "Link Pads" button to complete serial number change.

### Link a Pad With a Class

Please choose a class below. Then choose the serial number of the pad you wish to use in that class and click 'Link Pads'.

**Class(es) :**  
NONE

**Serial Number(s) :**

Show ALL classes

[Link Pads](#) | [Back To Manage My Pads](#) | [Back To Account Information](#)

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7) If you require additional assistance contact eInstruction Technical Support at 888.333.4988 or the VCU Center for Teaching Excellence at 827.0838.