## **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 <a href="http://cpsonlinehe.einstruction.com/">http://cpsonlinehe.einstruction.com/</a>
- 2) Once inside your account click on the "Account Information" button.
- 3) Click on the "Manage My Pads" link as shown below.

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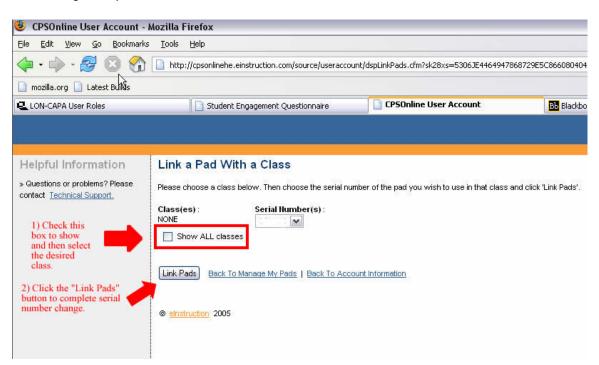
4) Click on the "Add a Pad" link as shown below.

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

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Helpful Information » Questions or problems? Please contact <u>Technical Support</u> . If your serial number starts with an Y', please enter it. <u>RF serial number location</u>	@0005	to your account below. Enter and confirm correct serial number. And click "Add Pad" E: All serial numbers for nust begin with "r"	

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



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