Instructor Registration Instructions

1. Visit the following Web site to begin:

2. Enter your e-mail address and SAS Profile password in the appropriate boxes. If you do not have a SAS Profile or have forgotten your SAS Profile credentials, continue with this section. Otherwise, continue to Step 3.
- If you do not have a SAS Profile associated with your e-mail address, select the Create a SAS Profile or New User? link.
- If you have forgotten your SAS Profile password, select Forgot You Password?
Enter your information in the required fields to create or update your SAS Profile.

After clicking the Create Profile button, you'll receive an e-mail with instructions to create your password and complete the Profile creation process. Please check your spam folder as appropriate.
• A verification e-mail will be sent. Select the link located in the e-mail.

• Create a SAS Profile password.
Select the **Continue Registration for SAS OnDemand for Academics** link to return to the SAS OnDemand for Academics Control Center.

My SAS Profile

Your Profile is now active!

What would you like to do now?

- Go to the SAS home page
- Go to the SAS Customer Support home page
- Manage your subscriptions
- Download white papers
- View webcasts
- Access Self-Paced e-Learning
- Download software
- View Technical Support tracks
- Continue Registration for SAS OnDemand for Academics
- Visit PartnerNet
- Enter your e-mail address and SAS Profile password in the appropriate boxes.
3. Choose the **I am an Instructor** button to register as an instructor.
4. Select the country that your school is located in.

5. Select the appropriate state or province (if applicable).
6. Select your institution.
7. To verify your status as an instructor, please enter a contact name, contact phone number, and contact e-mail address.
8. Verify your registration details and then select **Submit Registration**. Select **Change Information** if you would like to change your profile information.
9. Your registration is complete. Select the **Click here** link to continue.
10. Carefully review the Software License Agreement. If you agree, click the Agree button and select Enter.
11. Create a userid that you would like to use to log on to the SAS Server using SAS® Enterprise Guide.

- A default userid is suggested for you.
12. From your Home Page, select **Register a course** to create a course.

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**Home Page for Instructor: Tom Rogers**

- Your SAS Server userid is **tomrogers_exptst**
- Use this userid when you log on to the SAS Server.

- Your current institution is: **SAS Institute (Cary)**
- Your Account Status is: **Active**.
- **Register a course**:
  - Register a course to select software and make it available to your students.
  - Use the **info** link for a course to get information about your course setup, including instructions for storing data on the server.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SOFTWARE</th>
<th>DOWNLOAD</th>
<th>START DATE</th>
<th>REGISTERED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Stats - Sec. 12: Stats</td>
<td>info</td>
<td>edit</td>
<td>Download Client</td>
<td>21Feb2011</td>
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<td>Intro to EG - Sec. 1: EG</td>
<td>info</td>
<td>edit</td>
<td>Download Client</td>
<td>21Feb2011</td>
</tr>
</tbody>
</table>

**Additional Resources**

Please note that several of the links below will direct your browser away from the Control Center. Use your browser's Back button to return.

- **Main Support Site**
- **Account Status**
- **SAS Server Availability**
- **Download SAS® OnDemand for Academics license agreement**

[PDF]
13. Enter your course information and choose the software application that you want to use to teach the course.
14. Your course registration is now complete. You may now choose to either explore additional information about SAS® OnDemand for Academics or select Return to my Home Page to begin the process of accessing your software.
The following is an example of the directory information that explains how to upload and access your course data files (if you choose to do so). To access it from your Home page, select the Info link next to the appropriate course.

**Storing Data on the server**
A directory will be created on the SAS Server to enable you to store course data for use with SAS Enterprise Guide or SAS Enterprise Miner (this feature is unavailable for SAS Forecast Server). Only instructors have the ability to upload data.

If you have just registered, then it might take up to 15 minutes before your course data directory is available.

**Uploading SAS Data Sets**
To upload a SAS data set to the storage area for your course:

1. Start your favorite FTP program.
2. Use the following FTP settings (some FTP programs will prompt you for these):
   - Hostname: sascloouftp.sas.com
   - Userid: ronstall_exptat
   - Password: (the password you use for accessing the SAS Server)
3. Change directories to the directory of the course that you want to upload a SAS data set to. To find the directory name for your course, review the example LIBNAME statement below. Your course directory name will have a value of c_XXX (where XXX is a number).
4. Change directories to the saslib subdirectory of your course.
5. Upload the SAS data set to the saslib subdirectory for your course.

You and your students will be able to access the data using the LIBNAME statement shown below. Include the access=readonly parameter to prevent your students from modifying the data.

```
libname mydata '/courses/a_bgau.edu/u_103996_exptat/c_374_exptat/saslib' access=readonly;
```

**Uploading non SAS Data Files**
To upload a data file to the storage area for your course:

1. Start your favorite FTP program.
2. Hostname:
   - Hostname: sascloouftp.sas.com
   - Userid: ronstall_exptat
   - Password: (the password you use for accessing the SAS Server)
3. Change directories to the directory of the course that you want to upload a data file to. To find the directory name for your course, review the example FILENAME statement below. Your course directory name will have a value of c_XXX (where XXX is a number).
4. Upload the data file for your course.

You and your students will be able to access the data using a FILENAME statement. For example, if you upload sample.csv, you would use the following statement to access the file:

```
filename sample '/courses/a_bgau.edu/u_103996_exptat/c_374_exptat/sample.csv';
```
15. To begin the process of downloading software for your course, select the **Download Client** link for the appropriate course from your Home page.
16. Select **Request Download** from the table row that matches the language that you would like to download and install.

<table>
<thead>
<tr>
<th>Platforms</th>
<th>Description</th>
<th>File Name</th>
<th>Size (MB)</th>
<th>Release Date</th>
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<td>65 MB</td>
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<td>2011012</td>
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</tbody>
</table>

**Note:** Windows platforms supported include Windows 7, Vista, Windows XP (x86, x64).

**Installation Notes:**

- Microsoft .NET Framework 3.5 Service Pack 1 is required. If your computer already has the required Microsoft Windows files, the installation process will usually take approximately 2 - 5 minutes.
- If your computer does not have all the required Microsoft Windows files, then they will be installed for you. Depending on the files already installed, this could cause the installation process to take anywhere from approximately 5 - 90 minutes.

**Note:** If Microsoft .NET Framework must be installed, it might appear as if no progress is being made or that your system has stopped processing. Please be patient while the installation progresses.
17. If you are not currently logged on to your SAS Profile, then you might be prompted to do so. Enter your e-mail address and your SAS Profile password and then click **Log In**.

If you are already logged in, continue to the next step.
18. Click **Download** and then save the .exe file to a location on your computer.
19. Locate the .exe file on your computer and double-click the file to start the installation process.

You might be prompted to install supporting files or applications during the installation process, which could lengthen the installation time.

- After installation is complete, you can start SAS® Enterprise Guide.

Each time you start the software, you will be prompted to log on with your credentials. Enter your userid (located on your Home Page) and SAS Profile password to log on.