

# STAC 101

## myStudentBody, Alcohol – Login Instructions

### DO NOT LOSE THESE INSTRUCTIONS.

**Successful completion of the MSB Alcohol course is a requirement of STAC 101. Failure to complete the online course on or before October 31st will result in a failing grade in STAC 101.**

1. Go to [www.MyStudentBody.com](http://www.MyStudentBody.com).
2. In the middle of the screen there is a box that says “Is this your first time? Click here to register.” Click on the word “Go.”
3. On the page labeled “First Time Users,” enter your school code, **AQUINAS**, and create a unique username and a password. Each one can be up to 8 characters. If the username you select is not available, try different usernames until you find one that is available. Fill in the rest of the information, confirm you have read the “Terms of Use” and click “Submit.”
4. **IMPORTANT:** Write down your username and password for future use. You will need it to access the course and the rest of the site if you log off.
5. Fill in all of the required information on the Registration page and then click “Continue” at the bottom of the page. On the next page, verify the information you entered and click “Finish.”
6. You will be directed to the myStudentBody.com Lobby. Click on the icon labeled “ALCOHOL.”
7. On the page labeled “First Time Users,” complete the required information to enter the course. **Please select “As A Requirement” from the list in Question 1.** Click “Continue.”
8. On the page labeled “Welcome,” please select the course for new students, which is FIRST YEAR, and then click “Continue.” When prompted on the next page, please enter your **full name** and your **Student ID number**. If you do not know your Student ID number, go to the Registrar’s office with your school ID and they will give it to you. Confirm that you have read and agree to the privacy statement, and click “Continue.”

9. Follow the prompts and answer the questions in the sections that follow, and click on “Continue” buttons as they appear. You will go through a pre-test, a profile with personalized feedback, course materials, a satisfaction survey, and a post-test. All of your answers on profile and survey questions will be kept CONFIDENTIAL. There is a bar at the top of the page that will show you what sections are remaining.

10. In order to get through the course, you must view all the articles, activities, and tools in the Course Content area. Course materials you have viewed will be marked with an orange box with a check-mark in it. In order to get credit for having read every article and strategy, you must click “Continue” at the bottom of the article to return to the course page. After you have viewed all the material, you will be taken to the post-test page, which is similar to the pre-quiz you took earlier. TO SUCCESSFULLY COMPLETE THIS COURSE YOU MUST SCORE AN 80% OR HIGHER ON THE POST-TEST.

11. After you go through the post-test section, you will be taken to a certificate page. Please print a copy of the certificate for your own records. After that, you can either logout or explore the entire MSB-Alcohol site.

12. If you wish to logout of MyStudentBody.com and return to the course at a later date you may. Please make sure you click the “Logout” button on the upper right hand corner of the screen before leaving the program. **If you close your browser to exit, you will lose all the information you put in.** To log back in, make sure you use the same username and password as you did for your first visit, or you will have to start over.

13. If you have a problem while using the site, please access the “Course Help” links at the bottom of each page. You can also go to the [STAC Counseling Services](#) webpage and open the MSB file titled “Frequently Asked Questions.” If you are having technical problems that the links cannot help you with (pages not opening correctly, tools not working) please contact [techsupport@mystudentbody.com](mailto:techsupport@mystudentbody.com) with a description of your problem, and the steps that you took immediately prior to the problem. If you have questions about how MSB is used on the STAC campus, please feel free to contact your **STAC 101 instructor** or **Dr. Strauchler** at [ostrauch@stac.edu](mailto:ostrauch@stac.edu).