

## Login Instructions

- STAC 101 MyStudentBody Online Alcohol Course
- **DO NOT LOSE THESE INSTRUCTIONS**
- Successful completion of the MSB Alcohol course is a requirement of STAC 101
- Failure to complete the online course and pass the post-test with a score of 80% or higher 2 weeks before the end of the Fall Semester will result in a failing grade for STAC 101
- Your responses to the survey questions are anonymous. STAC faculty will only be able to see if you completed the course and passed the post-test with a score of 80% or higher.

### Setting Up an Account

1. Go to [www.MyStudentBody.com](http://www.MyStudentBody.com)
2. On the screen there is a box that says “**Register Now**”. Click “**Register Now**”.
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.
4. 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. STAC faculty does not have access to your password or username as these are confidential.
5. Click on the link for “**Terms of Use**”. Read the terms of use then click on the box next to “**I confirm that I have opened, read and agree to abide by the Terms of Use of this Website**” to put a check in the box, thus indicating that you have read and agree to the terms. Click “**Submit**”.
6. Fill in all of the required information on the Registration page and then click “Submit” at the bottom of the page. On the next page, verify the information you entered and click “**Submit**.”
7. You will be directed to the myStudentBody.com Lobby. Click on the icon labeled “**Alcohol**.”
8. You will be directed to the “**Initial Assessment**” page. Click “**Next**”.
9. Please answer the following survey questions. **YOUR RESPONSES TO THESE QUESTIONS ARE ANONYMOUS**. Click “**Finished**” after each section.
10. At the end of the Anonymous survey, you will be directed to start your course. Click on the box that says “**Start Your Course**”. You will be presented with a list of courses. Please select “**Freshman**” and click the box that says “**Continue**” to start your course. At the next page, click the box that says “**Next**”.
11. You will be directed to a pre-test quiz. Follow the directions to complete the pre-test quiz.
12. After receiving your pre-test score, click on the box that says “**Continue**” to begin the online course.
13. 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. After reading the information in an article or strategy, click on the box that says **“Return To Course Main”** to select another section. After you have viewed all the material, you will see a box that says **“Continue To Post Quiz”**. Click on that box to begin your post-test. **TO SUCCESSFULLY COMPLETE THIS COURSE YOU MUST SCORE AN 80% OR HIGHER ON THE POST-TEST.** If you fail the post-test, you must retake the test.
14. 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. You **DO NOT** have to e-mail the completed certificate to your professor or other STAC faculty or staff.
  15. The course can be completed in multiple visits to the site. If you do not want to complete the course all at once, you may logout of MyStudentBody.com and return to the course at a later time. 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. When returning to the course, go to the sign-in screen, select the box that says **“Alcohol”**. You will be directed to a page where there is a box that says **“Continue Your Course”**. Click on that box. You will return to the course content area. Complete the remaining articles, strategies, and tools that do not have a check mark to the left of them.
  16. If you have a problem while using the site, please access the “Course Help” links at the bottom of each page. 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.
  17. If you have questions about how MSB is used on the STAC campus, please feel free to contact your STAC 101 instructor or Counseling & Psychological Services at 845-398-4065.