



# ITCCA Assessment Student Registration Instructions:

## To Register for ITCCA

To register for ITCCA Assessment (2023-2024 and 2024-2025) \*Please use Chrome or Firefox\*

Go to <https://www.pearson.com/mylab>.

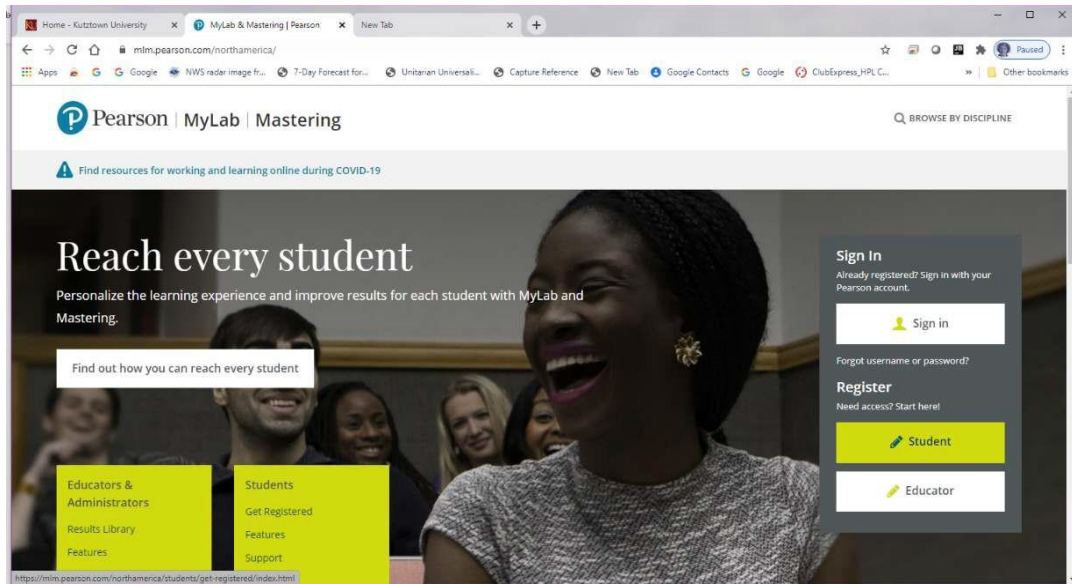
If you already have an account with your Kutztown Email address, then just go in and click on **Enroll in a course** button in the upper right corner of the screen.

The screenshot shows the Pearson MyLab IT interface. At the top, there's a Pearson logo and user information: "Hi, Patricia BRAGA", "Sign Out", and "Help". Below this is the "My Courses" section with tabs for "Active" and "Inactive". A search bar is present with the text "Select a course name to open it." and "Search all my courses". A course card is displayed for "itcca02287 ITCCA Exam - 2023-2024 and 2024-2025". The card indicates "Temporary access expires in 14 days" and provides a link to "Upgrade access". Below the card, it says "MyLab IT Exam ITCCA Jun 10, 2023 - Jun 10, 2025" and has a "Details" link. In the top right corner of the course list area, there is an "Enroll in a course" button and an "Add category" button.

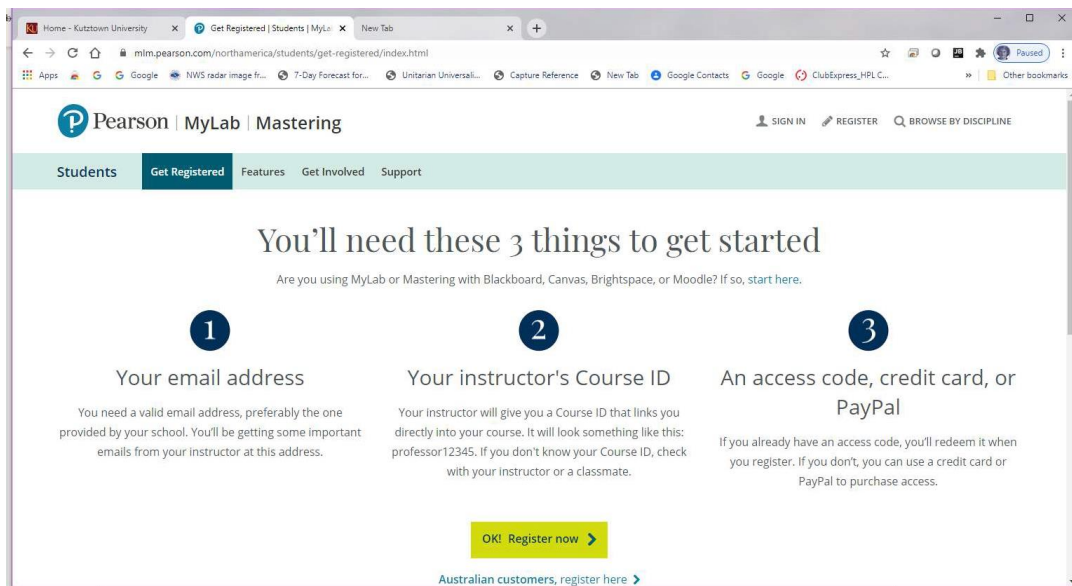
ITCCA course ID is: **itcca02287**

The screenshot shows a modal dialog box titled "Enroll in a course". It contains the following text: "Enter the course ID or invite link you received from your instructor." and "We'll match it to the correct course and get you to the course material access options." Below this is a label "Course ID or Invite Link" and a text input field containing "itcca02287". At the bottom of the dialog is a blue "Continue" button.

Click **continue**. If you don't already have an account, then you will need to create an account. The next section will show you how to do that.



Under **Register**, select **Student**.



Click **Ok! Register now >**

**Register**

**Find your course**

Let's get you to the right place. Copy and paste your course ID or invite link for the correct course.

Examples:

- professor12345
- CRSXXX-237440
- https://mlm.pearson.com/enrollment/professor1234
- XL77-AB12-3812-XL12

Course ID, program ID, or invite link (Required)

[Continue to register](#)

Using MyLab or Mastering for Blackboard, Brightspace, Canvas, or Moodle?  
If so, here's how to [register from your learning management system course](#).

Enter the ITCCA course ID: **itcca02287** and **Continue to register**.



Hello. Sign in and let the learning begin!

**Sign in**

Username

Your username is required.

Password

Your password is required.

[Show](#)

[Forgot your username or password?](#)

[Sign in](#)

By signing in, you agree to our [Terms of Use](#).

New to Pearson?

[Create an account](#)

You will get the screen to sign in. If you have ever registered for any Pearson MyLab courses at Kutztown, you already have an account and can skip creating an account. Just enter your username and password for the account you already have. (If you have an account associated with another university, please create a new account associated with your Kutztown email address). If you don't already have an account, click on **Create an account**.



Hello. Sign in and let the learning begin!

?

## Create an account

Email address

Confirm email address

Username

☒ Same as email address

Password

Show

Your password must have 8 or more characters, at least one uppercase letter, and one number.

First name

Last name

Country

?

Country

Role

Select your role

☐ I agree to the [Terms of Use](#) and acknowledge the [Privacy Policy](#).

☐ Keep me informed of product related information, discounts and promotional offers.

Create account

Already have an account? [Sign in](#)

Enter your Kutztown email address, and a username (which may be the same as your email, but it doesn't have to be). Create a password with at least 8 characters, one uppercase letter, one number. Enter your first name, last name, Country and select your role (student). Click on the boxes to agree to the terms. Click on **Create account**. Feel free to click the option about receiving information on other Pearson products to avoid getting their emails.

# Register



## Select an Option

### Use an Access Code

A prepaid [access code](#) might come with your textbook or in a separate kit.

Access Code

### Use a Credit Card or PayPal

MyLab IT with etext for Office 2019: Exploring Series, TIA, 16e - OLP

\$129.99 USD



Waiting for financial aid?

[Get temporary access without payment for 14 days.](#) Use an access code, credit card, or PayPal before July 25, 2023 to stay in your course.

## Your course

ITCCA Exam - 2023-2024 and 2024-2025

Course ID or program ID:

itcca02287

Taught by Exam ITCCA

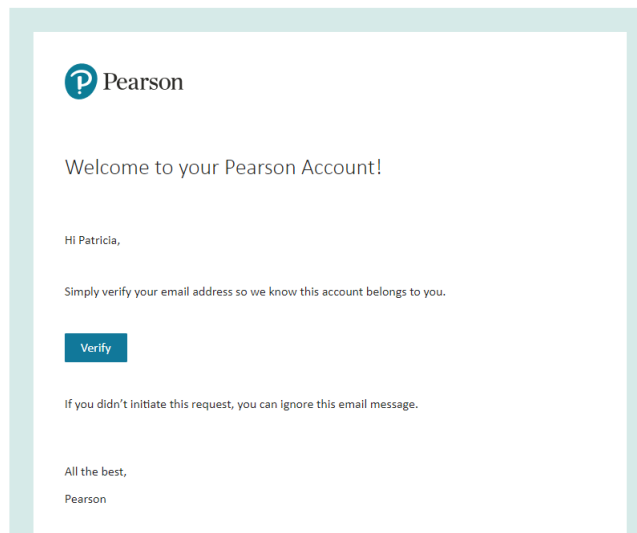
Course ends Jun 10, 2025

### Not your course?

Have your correct course ID or invite link handy. Let's [find your course](#).

Click on the blue link "Get temporary access without payment for 14 days." **You will only have 14 days to complete this test free of charge. If not completed within this 14 day period, you will be responsible for the required fee of \$129.99 for continued access to the course.**

Once you've received the email you can click on **Verify**.





## Register

You're done!

You have temporary access to your online course for 14 days. Use an access code, credit card, or PayPal before July 25, 2023 to stay in your course. Check your email for a registration confirmation and payment instructions.

[Print this page as your receipt](#)

### Your Course

ITCCA Exam - 2023-2024 and 2024-2025

Course ID or program ID: itcca02287

Taught by Exam ITCCA

Course ends Jun 10, 2025

[Go to My Courses](#)

### Account Information

Username: [REDACTED]@kutztown.edu

Email: [REDACTED]@kutztown.edu

Account ID: [REDACTED]

### Order Details

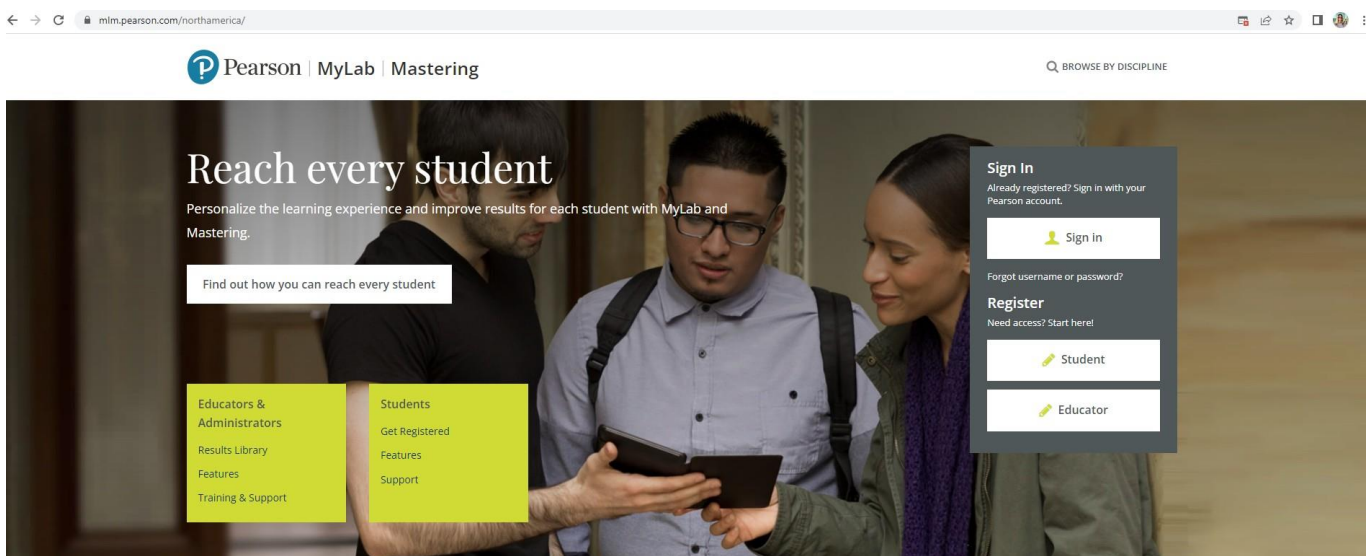
Order Date: July 11, 2023

Order ID: 319139233

### Support

Go to [Pearson Support](#)

You can login to the Pearson website <https://mlm.pearson.com/northamerica/>



Sign in again

# My Courses

**Active** Inactive

Select a course name to open it.



itcca02287

## ITCCA Exam - 2023-2024 and 2024-2025

Temporary access expires in 14 days.  
[Upgrade access](#)

**MyLab IT**

Exam ITCCA

Jun 10, 2023 – Jun 10, 2025

► Details

Click the tile for the ITCCA 02287 to open the assessment.

The ITCCA should appear on the left, and the ITCCA assessment as well as the Pre-Assessment Resources should appear in the panel.

ITCCA Exam - 2023-2024 and 2024-2025

Hi, Exam ▾ Sign Out 🔔 Help

ITCCA

Tools ▾ Legend ▾ 👤

My Course

| My Course |                                                                              |             |       |                    |          |              | Hide Progress |
|-----------|------------------------------------------------------------------------------|-------------|-------|--------------------|----------|--------------|---------------|
|           | Name                                                                         | Submissions | Score | Total Time (hh:mm) | Attempts | Last Attempt | Status        |
|           | ITCCA Assessment (Information Technology & Computer Applications Assessment) |             |       |                    |          |              | In Progress   |
|           | Pre-Assessment Resources                                                     |             |       |                    |          |              |               |

If you wish to refresh your knowledge of Word, Powerpoint, Excel or IT Concepts before you begin the assessment, feel free to enter the Pre-Assessment Resources. If you've never used MyLab IT before, then you may want to get into the Simulation Tutorials to get used to the way the simulation works.

ITCCA

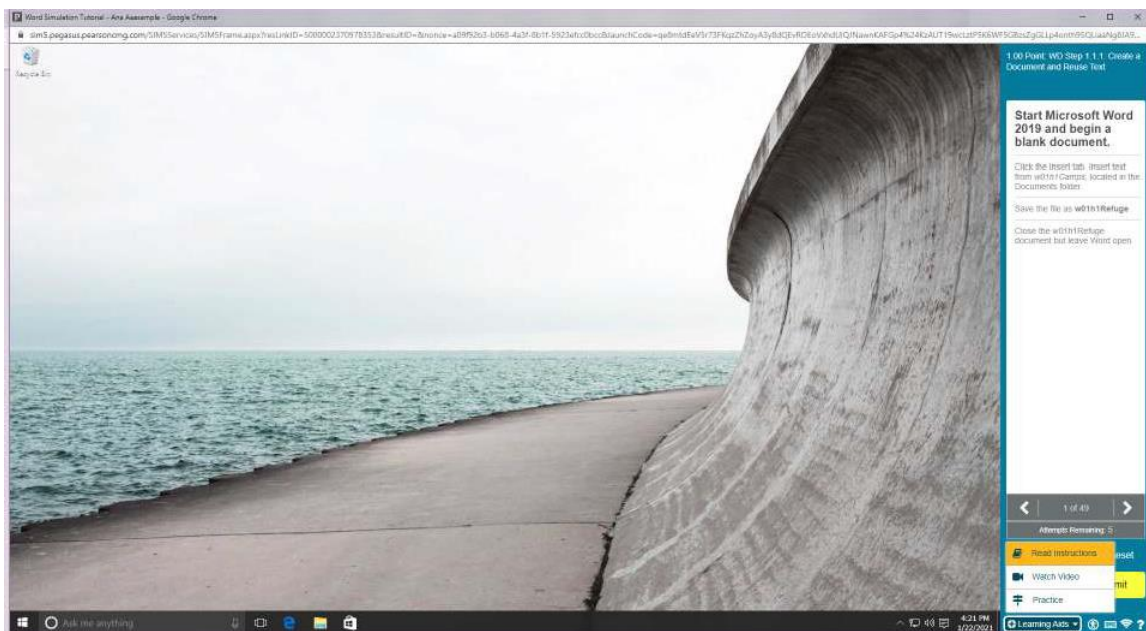
Tools Legend

My Course / Pre-Assessment Resources

My Course Hide Progress

|     | Name                                       | Submissions | Score | Total Time (hh:mm) | Attempts | Last Attempt | Status      |
|-----|--------------------------------------------|-------------|-------|--------------------|----------|--------------|-------------|
| 3-5 | Tutorial on Hardware<br>Assigned           |             |       |                    |          |              | Not viewed  |
| 3-5 | Tutorial on Software<br>Assigned           |             |       |                    |          |              | Not viewed  |
| 3-5 | Tutorial on Word Part 1<br>Assigned        |             |       |                    |          |              | Not viewed  |
| 3-5 | Tutorial on Word Part 2<br>Assigned        |             |       |                    |          |              | Not viewed  |
| 3-5 | Word Simulation Tutorial<br>Assigned       |             | --    | --                 | --       | --           | Not started |
| 3-5 | Tutorial on Powerpoint Part 1<br>Assigned  |             |       |                    |          |              | Not viewed  |
| 3-5 | Tutorial on Powerpoint Part 2<br>Assigned  |             |       |                    |          |              | Not viewed  |
| 3-5 | PowerPoint Simulation Tutorial<br>Assigned |             | --    | --                 | --       | --           | Not started |
| 3-5 | Tutorial on Excel Part 1<br>Assigned       |             |       |                    |          |              | Not viewed  |

While in a simulation, if you click on the **Learning Aids** in the bottom right corner, you can either watch a video or read the instructions on what you are supposed to do. The pre-assessment simulations do not go over the exact same things as the actual assessment, and in the assessment, you will not have the learning aids. But it will help you learn how the simulations work.





When you feel you are ready, go directly into the assessment.

ITCCA Exam - 2023-2024 and 2024-2025

Hi, Exam Sign Out Help

ITCCA

Tools Legend

### ITCCA Assessment (Information Technology & Computer Applications Assessment)

This learning module requires the assignments to be completed in the order presented below. A specific score may be required before moving onto the next assignment.

| My Course                                                                         |                                                       |             |       |                    |          |              | Hide Progress                                                                                   |
|-----------------------------------------------------------------------------------|-------------------------------------------------------|-------------|-------|--------------------|----------|--------------|-------------------------------------------------------------------------------------------------|
|                                                                                   | Name                                                  | Submissions | Score | Total Time (hh:mm) | Attempts | Last Attempt | Status                                                                                          |
|  | Introduction to ITCCA                                 |             |       |                    |          |              |  Viewed      |
|  | ITCCA (First Attempt)                                 |             | --    | --                 | --       | --           |  In Progress |
|  | Information Technology Refresher Tutorial on Hardware |             |       |                    |          |              |  Not viewed  |
|  | Information Technology Refresher Tutorial on Software |             |       |                    |          |              |  Not viewed  |
|  | Word Refresher                                        |             | --    | --                 | --       | --           |  Not started |
|  | PowerPoint Refresher                                  |             | --    | --                 | --       | --           |  Not started |
|  | Excel Refresher                                       |             | --    | --                 | --       | --           |  Not started |
|  | ITCCA (Second Attempt)                                |             | --    | --                 | --       | --           |  Not started |

You have to read the introduction before you can get into the ITCCA First Attempt. Once you start the attempt you should complete the entire attempt at one sitting (it usually takes about an hour). You may use a **different browser** to search the web for a particular information if you wish during the assessment. You will be demonstrating familiarity with Word, Powerpoint, Excel, and Information Technology concepts.

If you complete the attempt, in a few minutes you will be able to see your score. If you passed (i.e. receive more than 70%), you are finished and you can exit out of the website.

ITCCA Exam - 2023-2024 and 2024-2025

Hi, Exam Sign Out Help

ITCCA

Tools Legend

### ITCCA Assessment (Information Technology & Computer Applications Assessment)

This learning module requires the assignments to be completed in the order presented below. A specific score may be required before moving onto the next assignment.

| My Course                                                                           |                                                       |             |       |                    |          |              | Hide Progress                                                                                     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------|-------------|-------|--------------------|----------|--------------|---------------------------------------------------------------------------------------------------|
|                                                                                     | Name                                                  | Submissions | Score | Total Time (hh:mm) | Attempts | Last Attempt | Status                                                                                            |
|  | Introduction to ITCCA                                 |             |       |                    |          |              |  Viewed      |
|  | ITCCA (First Attempt)                                 |             | --    | --                 | --       | --           |  Passed      |
|  | Information Technology Refresher Tutorial on Hardware |             |       |                    |          |              |  Not viewed  |
|  | Information Technology Refresher Tutorial on Software |             |       |                    |          |              |  Not viewed  |
|  | Word Refresher                                        |             | --    | --                 | --       | --           |  Not started |
|  | PowerPoint Refresher                                  |             | --    | --                 | --       | --           |  Not started |
|  | Excel Refresher                                       |             | --    | --                 | --       | --           |  Not started |
|  | ITCCA (Second Attempt)                                |             | --    | --                 | --       | --           |  Not started |

If you did not pass, you can do the Tutorials and Refreshers. You must do them before the system will allow you to try a second attempt. If you try a second attempt and still don't pass, there are more in-depth tutorials that you can take in order to learn the material. Then you will be able to take the third attempt. If you cannot pass on the third attempt, it is recommended that you take BUS171, or CSC101, or some other computer applications course in order to meet the prerequisite for BUS275 and the other higher level courses.

Upon completion with a grade of 70 or better, please send a screenshot with your name, date, and score clearly visible to [bsba@kutztown.edu](mailto:bsba@kutztown.edu). It may take up to 2 business days for your score to be updated in MyKU.

*Good luck!!*  
*DBA*