



*In order to use MyStudentBody.com (MSB), Faculty and Staff members must register with MSB as a new user. The following instructions are to assist your navigation through the registration process. For questions about MSB Alcohol and/or Drugs modules, please contact Mr. Larrell Wilkinson (Alcohol & Drug Programs, Director) at [wilkinll@gwm.sc.edu](mailto:wilkinll@gwm.sc.edu) or call 777-5781.*

#### Step 1: MyStudentBody.com REGISTRATION

Please note: If you have previously visited **myStudentBody.com**, you may enter the MyStudentBody® Alcohol or MyStudentBody® Drug site as a returning user and proceed to instruction #7 below.

1. Go to [www.MyStudentBody.com](http://www.MyStudentBody.com)
2. In the "Is this your First Time, Click here to Register" box, click "GO".
3. On the page labeled "First Time Users," enter your school code (**STA63732**) and enter your USC Email address (e.g. [smithj@gwm.sc.edu](mailto:smithj@gwm.sc.edu), [smithj@sc.edu](mailto:smithj@sc.edu)) as your Username and create a Unique Password (which can be up to 8 characters).
4. **SUGGESTION:** Write Down your Password for future use. You will need it to access the alcohol course and the rest of the site.
5. Fill in all of the required information on the page labeled "Registration" and click "Continue." On the next page, "Confirmation," verify the information you entered and click "Finish."
6. **INFORMATION:** Because you are not a student, your registration, alcohol, and drug information is not saved in the MSB database. You can select any answer to the questions in order to gain insight on how students will be using MSB.
7. You will be directed to the MyStudentBody.com Lobby. Click on the icon for MyStudentBody.com "Alcohol" or "Drugs."

#### STEP 2: COMPLETE PRE-KNOWLEDGE QUIZ and "RATE MYSELF"

At the course selection page, select the required course from the list. Continue through the pre-knowledge quiz and the "Rate Myself" risk assessment.

#### STEP 3: REVIEW COURSE CONTENT

Review ALL of the content related to the course, which consists of articles, strategies, tools and student peer stories. You may view all these items in any order. Just make sure that you click the link at the bottom of each piece to track your progress. A checkmark will appear in the box next to each item that you have reviewed. Clicking the BACK button will NOT register an area complete. If you need to leave the computer at any point, just click the "Logout" button and close the browser. Your progress will be saved for the next session (when you login as a returning user).

#### STEP 4: COMPLETE THE POST KNOWLEDGE QUIZ

Once you have completed the course content areas, you will be automatically transitioned to a post-knowledge quiz. You must receive a score of 80% or better to pass the course. Persons who do not receive a passing score will automatically be directed to review the content again and must retake the post-knowledge quiz to receive the myStudentBody® Certificate of Course Completion. Visit the online course help (located at the bottom of the web page), if you are taking the course as requirement and are having difficulty obtaining a passing certificate.

#### STEP 5: PRINT/EMAIL COMPLETION CERTIFICATE TO YOURSELF FOR YOUR RECORD