How to Install **KEYCHAMP**

1. Insert the program CD from the back of the textbook to the CD drive.

2. The installation wizard will automatically start. If it does not, do the following:
   
   a. Click the Start button, and then Run...

   b. In the Run window, click on the Browse button.

   c. Locate the CD drive, and select the file named **setup.exe**.

   d. Back in the Run window, click **OK**.
3. In the KeyChamp 2.0 installation Wizard, click Next

4. In the next window, read and select the "I accept the terms of the license agreement". Then click Next.

5. Click Next.
6. Click Install

7. The installation will start. Wait.

8. Click Finish.

9. Click Start → All Programs → South-Western Keyboarding → KeyChamp 2.0
10. The following window will appear. Just wait.

11. On the User Login window, click on Create New Student User. This is for the first time only. You will create a new account since it is your first time. From next time on, you will login with your Username and Password.

You account will keep track of all your activities including your assignments and text scores.

12. In the Create New User window, enter Username, First Name, Last Name, Password, and your e-mail address. Be sure to use your “official” name. I recommend using the same username and password as your e-mail. If not, be sure to write down the username and password. Do not change the Data Path – keep the default. Click OK.
13. Once the new account is setup, the User Login window will prompt. Enter your Username and password, and then OK.

14. Click Enter Session.

15. Start the session by following the instruction. The session is organized by tabs.
16. Once you complete the tab, you should see the checkmark next to the tab title. You may repeat or advance to the next tab.

17. Once you complete the entire session, you should have a checkmark on all tab titles.

How to Submit the Assignments

1. On your monitor, you will find the User Toolbar

2. Select Skillbuilding Report

3. KeyChamp will display the report. Submit the printout to the instructor. If you have an old printout already submitted, replace it with the new printout.