

❑ Register for the Simulation

1. Go to www.capsim.com, click the “Log in” button on the right hand side
2. Enter your username (email address) and the password (capsim123).
 - After logging in, the password can be modified under the ‘My Account’ tab in the main dashboard.
 - Another option to reset the password if forgotten is to follow this link: <http://ww3.capsim.com/login/forgot-password.cfm>

❑ Homework

This is **2 hours** of work so please do not wait until the last minute to complete. Do not be concerned about being an expert right away; there is a lot of information to take in. This is just to start your training. You will get more proficient as you progress through the simulation.

1. Log into your Capsim account from the main homepage www.capsim.com
2. Click on the Capstone® logo
3. On the left menu, click on the “Getting Started” left menu option
4. To the right of the left menu, go through the following tabs:
 - View Introductory Lesson – Click play button to start the video. There is a quiz at the end that you must also take. The video is about 5 minutes long. This is an orientation to your new job. **10 minutes.**
 - The Guide – there is an electronic version of the Student Guide. Instructions on where to find the guide is noted on this tab. Please skim through the chapters so that you can familiarize yourself with where things are in this guide. Use this as a reference guide as you go through the simulation. A hard copy will be provided to you by your professor. **20 minutes**
 - Complete the Rehearsal Tutorial – Read and follow the instructions for the Rehearsal Tutorial. You must complete all items of the Rehearsal Tutorial. This is all done at your own pace. **60 minutes**
 - Complete the Situation Analysis – The Situation Analysis will help your company understand current market conditions and how the industry will evolve over the next eight years. **30 minutes**

❑ Support for the Simulation

Please contact the Capsim Management Simulations Inc. if you have any problems with the simulation, technical or business related. Send your questions by clicking the “Help” and “MSI Support” link from the left menu of your www.capsim.com account. Or send an email directly to support@capsim.com . Please allow 12 hour response time. You can also speak to a live person during office hours (below are USA, Central Time Zones):

Days	Time
Monday – Friday	8:00 am – 8:00 pm CST
Saturday	E-Mail Only
Sunday	E-Mail Only

The toll-free number is (877) 477-8787 (USA and Canada only). The Capsim Capstone support group helps with specific questions but you must do the work. Support will not provide you with help on what decisions to make.