



## LiveText Quick Start:

# How to Obtain Your Student LiveText Account

### Step 1) Obtaining your LiveText Keycode at EMU

Before you go to the LiveText Web site, you must first acquire a Keycode from EMU.

1. Enter <http://www.emich.edu/coe/livetext/> in your web browser's address bar.
  2. Click the link "**For EMU Student LiveText information**".
  3. Click the link for "**Getting your LiveText Keycode at EMU**"
  4. You will be taken to a help page that provides instructions on how to acquire your Keycode. Near the bottom of this page, you will find a link "**Click here to be taken to the EMU Student LiveText Keycode login Page**"
  5. After you click this link, you will be taken to a secure EMU web page, where you will log in with your **my.emich username and password**, and Click the "**Sign in**" button to sign in.
  6. Select the semester you will begin using LiveText.
  7. Click the "**Proceed with Key Assignment**" button.
  8. You may be presented with two options, one for LiveText alone, and one for LiveText + United Streaming Video (United Streaming is an *option* that allows you access to videos for use in your lesson plans and other documents). Make your selection (there may be only one choice when you register). Your student eBill at EMU will be charged the appropriate amount. You can use financial aid to pay for your subscription if you follow *this* process.
  9. Click the "**Yes, I would like a key**" button.
  10. The next screen will give you your unique **LiveText Student Keycode**, which you will need to **Write Down, Copy or Print** for use when you go on to the LiveText site to create your LiveText account. This Keycode can only be used one time.
- ***If you forget your Keycode, or copy it incorrectly, you can log back into the Keycode web site and retrieve your Keycode information.***

### Step 2) Registering with LiveText

1. Enter <http://college.livetext.com>
2. Click on "**Register Account**" link on the right side of the page under Customer Service.
3. Fill out all the information requested.
  - For your username and password, use your my.emich username and password
  - Be sure to select Michigan as the state and Eastern Michigan University as the university
4. Click "**Next**" and LiveText will then provide a final confirmation screen with your username and password.
5. When you are ready to use your LiveText account, return to <http://college.livetext.com> and enter your username and password in the fields provided.

### Step 3) Login to your LiveText Account

As long as you have Internet access and an appropriate Web browser, you can login to your account directly from the LiveText home page.

1. Enter <http://college.livetext.com> in your Web browser's address bar.
2. Enter your **username** and **password**.
3. Click the **Login** button.

If your login is successfully, your **MyDesk** workspace page will appear.

### Step 4) Training

- The **EMU Student LiveText Guide** (written instructions) is available online at [www.emich.edu/coe/livetext/students/](http://www.emich.edu/coe/livetext/students/) around the middle of the page.
- Scroll down to the **LiveText Training** section at <http://www.emich.edu/coe/livetext/students> to the link for instructional videos. The link is titled **Training Videos**.
- Training sessions for Spring/Summer 2008 will be available in 206 Porter. Visit the **LiveText Training** section at <http://www.emich.edu/coe/livetext/students> for dates and times (available after May 6).

### System Requirements for LiveText

- High Speed Internet connectivity (DSL/Cable) *recommended*, 56K Dial-Up *minimum requirement*
- Windows 98 SR2, 2000, NT, Me, or XP use one of the following browsers (in order of preference): [Firefox 1.0+](#), [Netscape 7.2+](#), [Microsoft Internet Explorer 6.0+](#)
- Mac OS 10.2+ use one of the following browsers (in order of preference): [Firefox 1.0+](#), [Netscape 7.2+](#), [Safari 1.2.2--1.3.1](#)
- Pop-up windows: Some functions of LiveText require the use of pop-up windows. Therefore, in order to access these functions, you should disable pop-up blocking software (or allow pop-ups for Livetext.com). A how-to guide is available in PDF and Word formats *in* LiveText within the Help menu if you need assistance with allowing pop-ups from LiveText.

#### At EMU

E-mail: [coe.livetext@emich.edu](mailto:coe.livetext@emich.edu)

#### Once you have a LiveText account

Web page: [college.livetext.com](http://college.livetext.com)

Click on the **Help** button in the upper right corner of the screen.

E-mail: [support@livetext.com](mailto:support@livetext.com)

