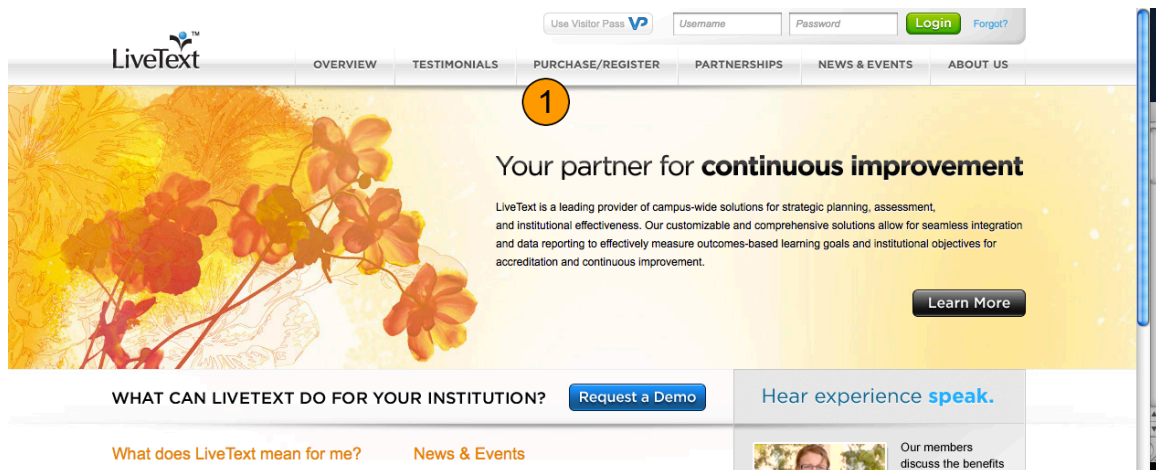


How to Register an Account

NOTE: You do not need to obtain your account until you are required to do so for a class. Your instructor(s) will notify you if LiveText is needed.

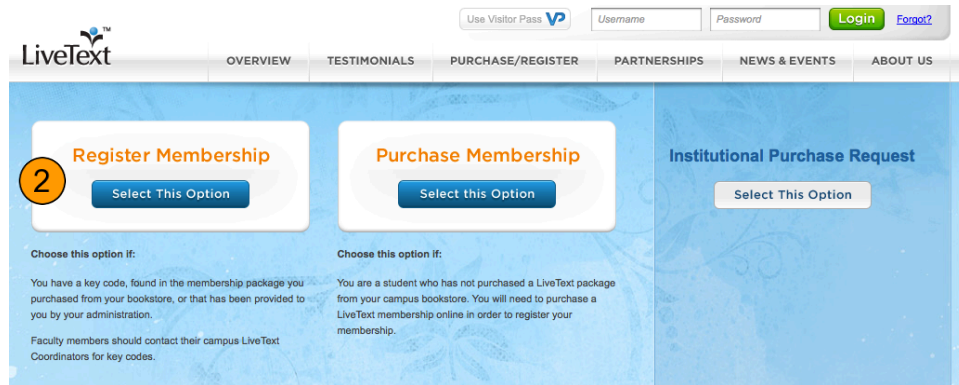
Registering with LiveText is a fairly simple and straightforward process. It requires the user to provide a Key Code from the EMU LiveText Key Code web site, personal information (like an email address), and appropriate passwords. Once you have gotten your LiveText Key Code from EMU, go to the LiveText website at <http://college.livetext.com>. (If you just type livetext.com in your browser's address bar, it will automatically take you to this address.)

1. Click on "**Purchase/Register.**"

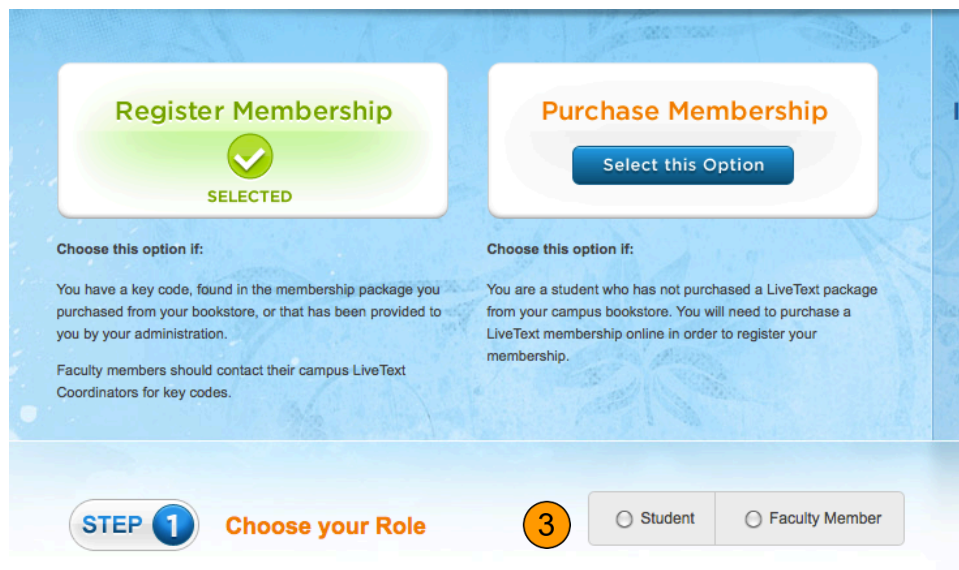


The screenshot shows the LiveText website homepage. At the top, there is a navigation bar with the LiveText logo on the left and a search bar on the right. The search bar contains the text "Use Visitor Pass" and "v". Below the search bar, there are two input fields labeled "Username" and "Password", followed by a green "Login" button and a "Forgot?" link. The main navigation menu includes links for "OVERVIEW", "TESTIMONIALS", "PURCHASE/REGISTER", "PARTNERSHIPS", "NEWS & EVENTS", and "ABOUT US". The "PURCHASE/REGISTER" link is highlighted with a red circle and the number 1. The main content area features a large banner with a background of orange and yellow flowers. The banner text reads "Your partner for **continuous improvement**". Below this, there is a paragraph of text: "LiveText is a leading provider of campus-wide solutions for strategic planning, assessment, and institutional effectiveness. Our customizable and comprehensive solutions allow for seamless integration and data reporting to effectively measure outcomes-based learning goals and institutional objectives for accreditation and continuous improvement." A "Learn More" button is located at the bottom right of the banner. Below the banner, there are three columns of content. The first column is titled "WHAT CAN LIVETEXT DO FOR YOUR INSTITUTION?" and has a "Request a Demo" button. The second column is titled "Hear experience **speak.**" and has a "What does LiveText mean for me?" link. The third column is titled "Our members discuss the benefits" and has a "News & Events" link.

2. You will be taken to the next screen where you should click **“Register Membership.”** DO NOT click the **“Purchase Membership”** link. If you purchase your LiveText account directly from LiveText.com, it will cost you \$98, instead of the lower EMU price of \$70.00 available by clicking [here](#) and purchasing a Key Code. A student subscription is valid for five years or until one year after the student completes the program, whichever occurs first.



3. Once you click **“Register Membership”** the page expands to give allow you to register your account. The first thing you need to do is to tell LiveText you are a student.



4. The next section added will ask for your Key Code.

The screenshot displays the LiveText registration interface. At the top, there are two main options: "Register Membership" (highlighted in green with a checkmark and the word "SELECTED" below it) and "Purchase Membership" (with a blue button labeled "Select this Option").

Under "Register Membership", the text reads: "Choose this option if: You have a key code, found in the membership package you purchased from your bookstore, or that has been provided to you by your administration. Faculty members should contact their campus LiveText Coordinators for key codes."

Under "Purchase Membership", the text reads: "Choose this option if: You are a student who has not purchased a LiveText package from your campus bookstore. You will need to purchase a LiveText membership online in order to register your membership."

Below these options is a section for "STEP 1 Choose your Role". It features two radio buttons: "Student" (which is selected) and "Faculty Member".

Below that is "STEP 2 Enter Key Code". A yellow circle with the number "4" is placed to the left of a text input field. The input field has a placeholder text that says "Enter your 16-digit key code".

5. Once you have entered your Key Code, the page will expand so that you can enter your personal information and create a login and password for LiveText.

6. Some helpful tips:

Make sure that the first email address you enter is your emich.edu email address.

Be sure to enter your E number correctly.

Try you're my.emich.edu username and password as your LiveText username and password so that you have an easy way of remembering them. You're my.emich.edu username may not be available in LiveText – but it is worth a try!