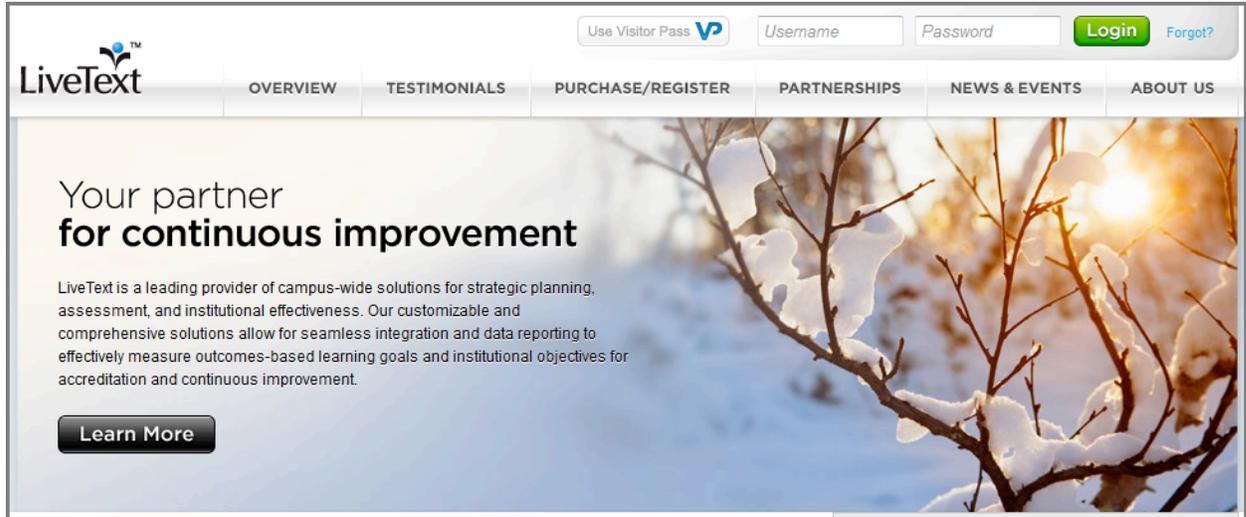
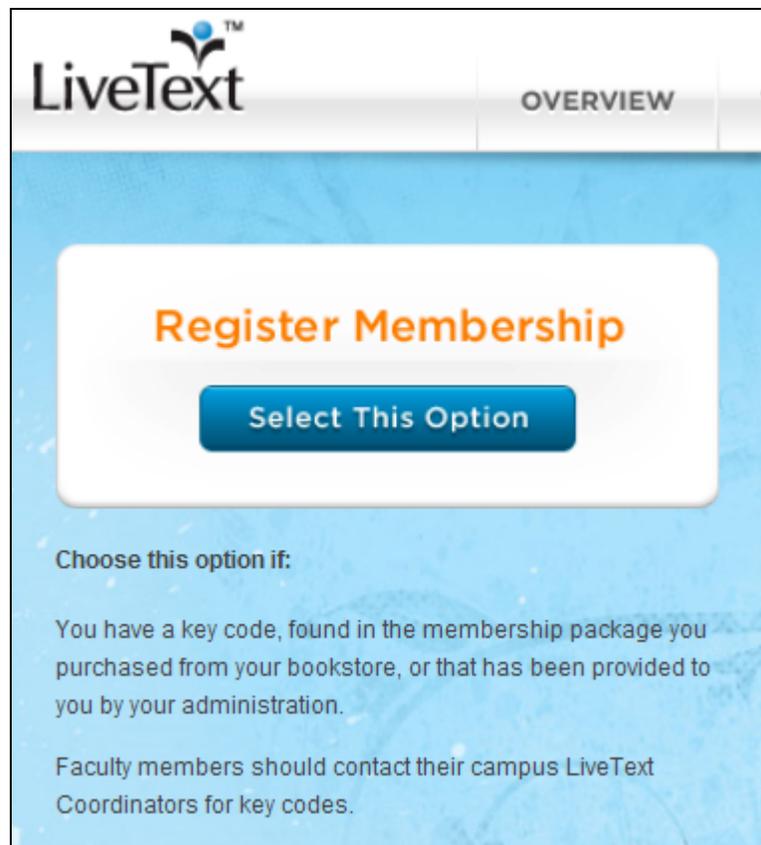


Faculty Registration Instructions

1. Go to www.livetext.com and click on the **PURCHASE/REGISTER** tab at the top of the LiveText homepage.



2. Click the **Select This Option** button under the **Register Membership** button.



3. The registration form opens below. STEP 1: Choose your role and select the radio button for **Faculty Member**.

Register Membership
✓
SELECTED

Purchase Membership
Select this Option

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.

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.

STEP 1 Choose your Role

Student Faculty Member

4. STEP 2: Enter the 7 character key code that was provided to you.

STEP 2 Enter Key Code

Enter your 7-digit key code

5. STEP 3: **Register Your Faculty Membership**. Please complete your profile to the best of your ability. Name, Date of Birth, and Institution and Personal Email Addresses are required fields.

STEP 3 Register Your Faculty Membership

Personal Information

First Name M.I. (optional) Last Name

Date of Birth

Month Date Year (optional)

Email address [Why do we need this?](#)

Institution Email Address Confirm Institution Email Address

Personal Email Address Confirm Personal Email Address

6. **Step 4: Create Your LiveText Membership Account.** You will be prompted to create a unique username and password. When creating a username, the name will be compared to all LiveText users. If you receive the message “Username is already taken”, you will have to modify your username.

Select a security question from the dropdown menu. This may be used in the username/password recovery process.

Select the **Terms of Service** check box and Click the **Register My Membership Account** button to complete the registration process.

STEP 4 **Create your LiveText Membership Account**

Create Username (Must contain at least 4 characters, case insensitive)

Choose a Password (Must contain two of these: uppercase letters, lowercase letters, and numerals)

<input type="password"/>	<input type="password"/>
Enter Password	Confirm Password

Security Question

<input type="text"/>	<input type="text"/>
Answer (May not be same as hint. 1 character minimum, case insensitive)	Hint (May not contain answer. Should allow you to remember answer)

I hereby verify that the above information that I have entered is correct and that I have read, understand fully, and agree to the [Terms of Service](#).

Register My Membership Account

7. **Account Activation completed.** After successfully completing the registration process, LiveText will display this screen with your newly created username and password. Your login information will also be sent to the personal email address provided during account registration.

Congratulations

You have successfully activated your LiveText membership account.

Below is your account information summary.

Username: [REDACTED]
Password: (click to reveal)
Membership Type: faculty

[Click to Login](#) or visit the homepage of www.livetext.com and click the Login button located at the top right.