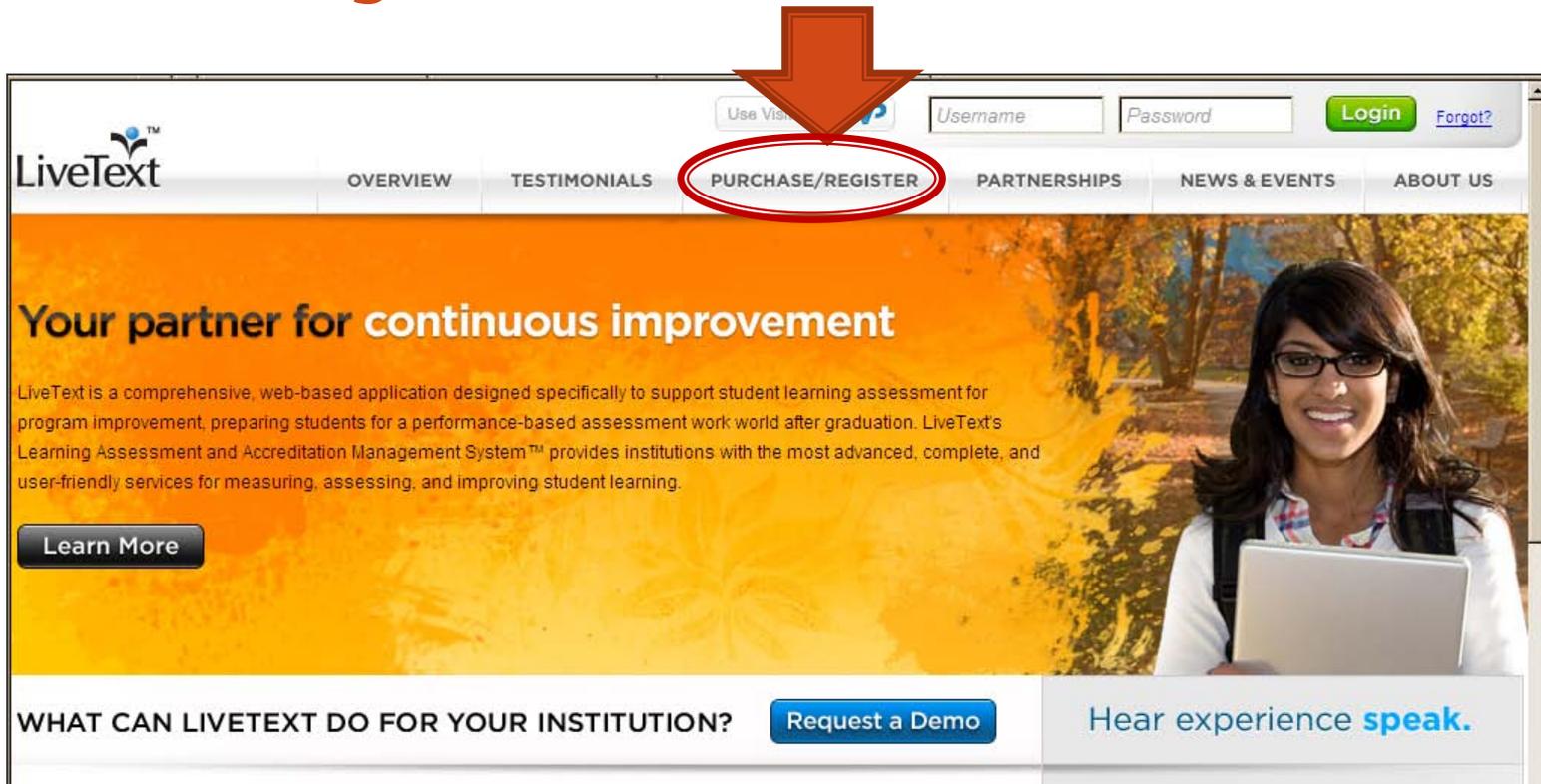


LiveText  
FACULTY ORIENTATION  
& REGISTRATION

University of Maryland  
College of Education

# Getting Started: REGISTRATION

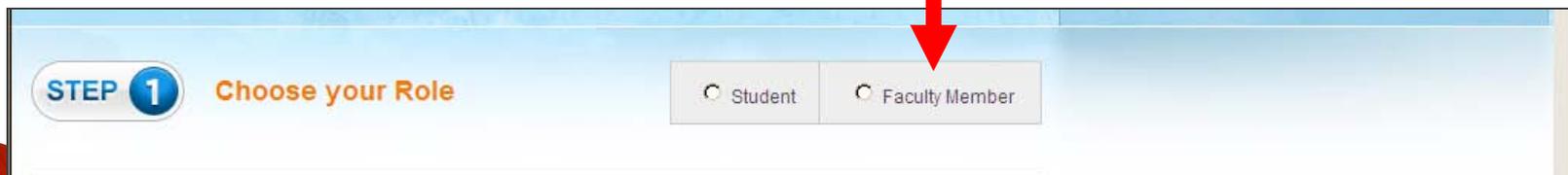
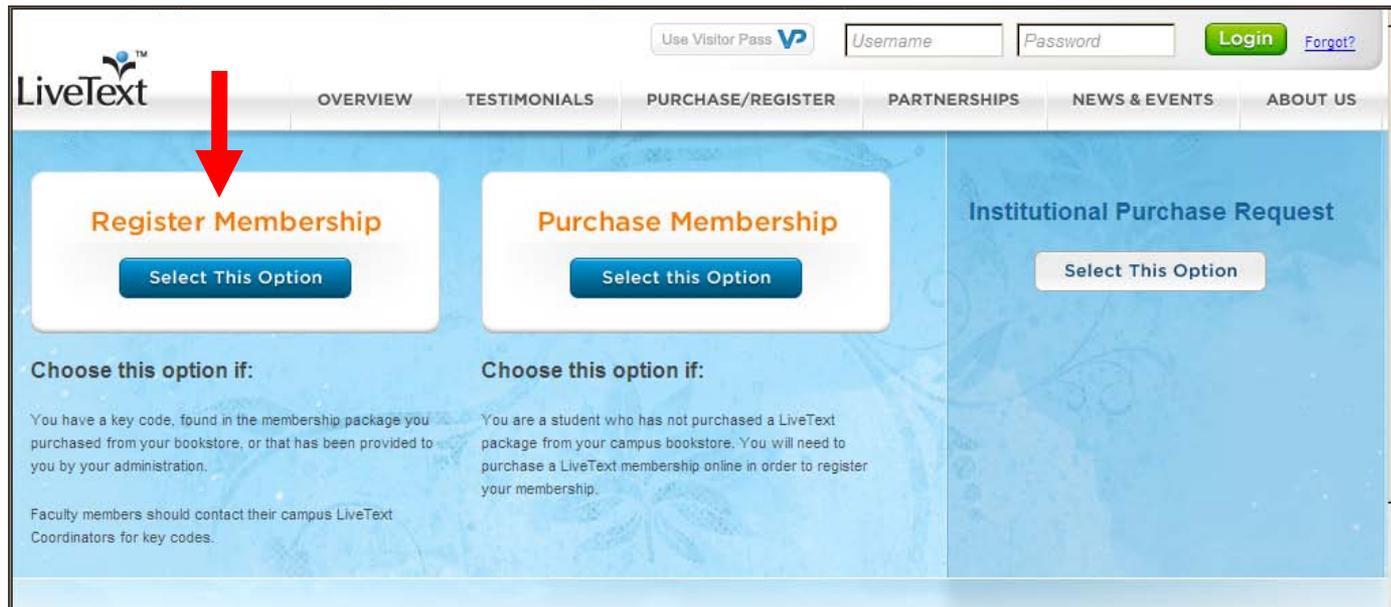
- ▶ Go to LiveText Homepage: [www.livetext.com](http://www.livetext.com)
- ▶ Select “**Register Account**”



The screenshot shows the LiveText homepage. At the top left is the LiveText logo. To its right is a navigation menu with links: OVERVIEW, TESTIMONIALS, PURCHASE/REGISTER (circled in red), PARTNERSHIPS, NEWS & EVENTS, and ABOUT US. Above the navigation menu are input fields for Username and Password, a green Login button, and a blue link for Forgot?. A large red arrow points down from the 'PURCHASE/REGISTER' link. Below the navigation menu is a large orange banner with the text 'Your partner for continuous improvement'. Underneath the banner is a paragraph of text describing LiveText's services and a 'Learn More' button. At the bottom of the page, there is a white section with the text 'WHAT CAN LIVETEXT DO FOR YOUR INSTITUTION?' followed by a blue 'Request a Demo' button and the text 'Hear experience speak.'

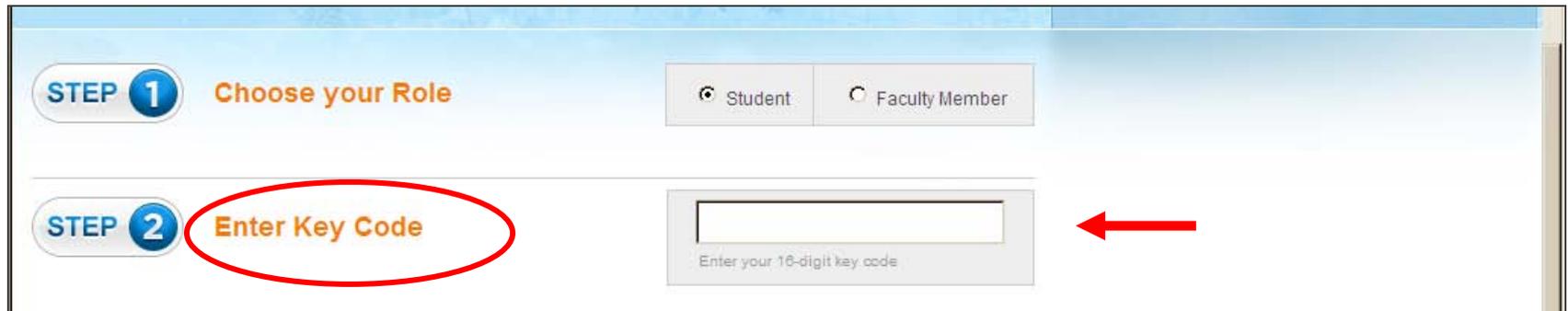
# Registration

- ▶ Click “Select This Option” under **REGISTER MEMBERSHIP**. Then Choose your Role -- **FACULTY**



# Registration

- ▶ Enter Information as prompted.



The image shows a registration form with two steps. Step 1 is 'Choose your Role' with radio buttons for 'Student' and 'Faculty Member'. Step 2 is 'Enter Key Code', which is circled in red. A red arrow points to a text input field for the key code, with the prompt 'Enter your 16-digit key code' below it.

**STEP 1** Choose your Role

Student  Faculty Member

**STEP 2** Enter Key Code

Enter your 16-digit key code

FACULTY  
KEYCODE:

# Registration

- ▶ Enter Information as prompted.

The screenshot shows the LiveText Membership Activation page. At the top left is the LiveText logo. At the top right is a Password field and a Login button. Below the logo is a progress bar with steps: Key Code, Personal Information (highlighted), Create an Account, Confirmation, Activation Completed, and Learn360@ Upgrade. The main heading is "Step 2: Personal Information".

Fields include:

- First Name:
- M.I. (optional):
- Last Name:
- Date of Birth: -- Month --, -- Day --
- Year of Birth: -- Year -- (optional)
- Gender: -- Select --
- Ethnicity:  American Indian or Alaska Native,  Black or African American,  Native Hawaiian or other Pacific Islander,  Decline to Identify,  Asian,  Hispanic/Latino,  White
- School Email:  (circled in red)
- Personal Email:

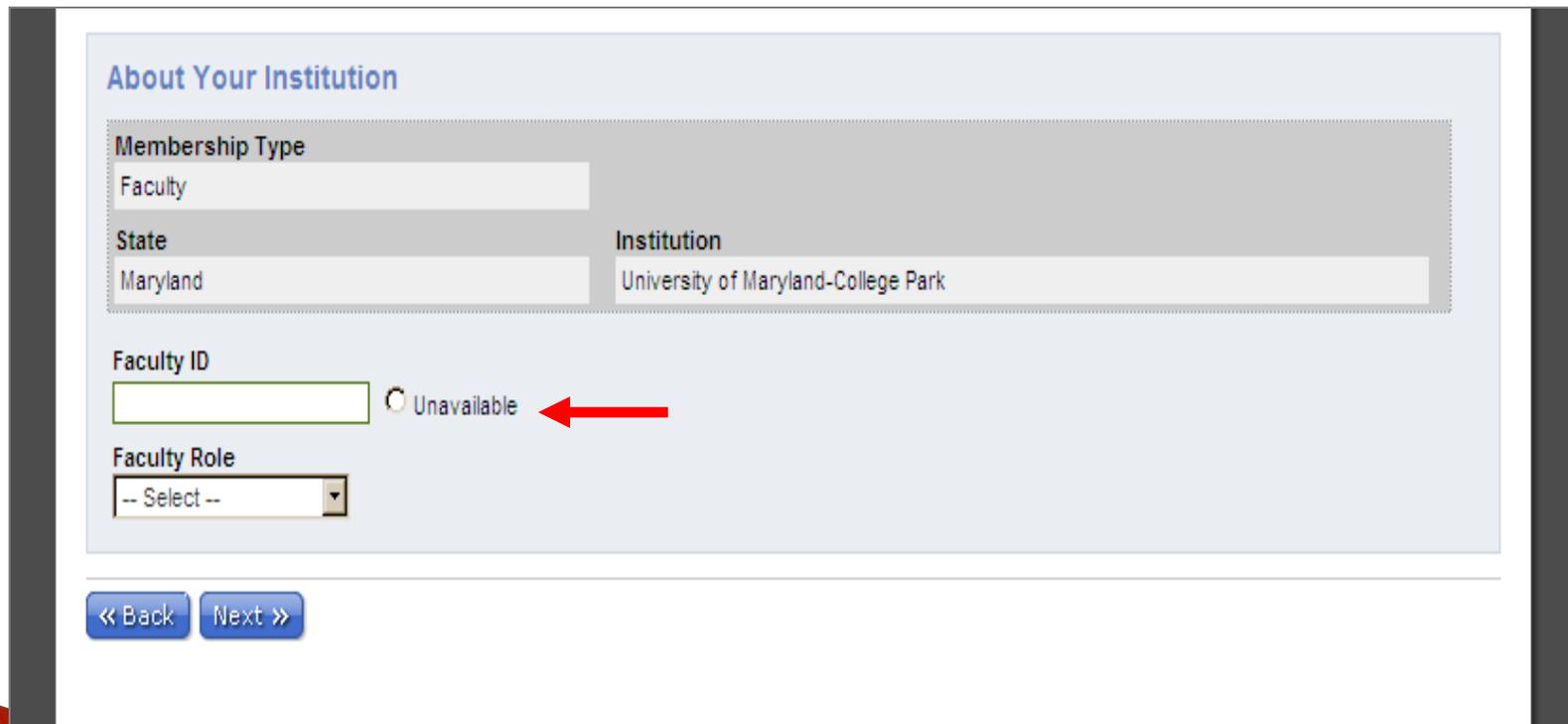
Below the School Email field is the text: "If you were issued an email by your school, please enter it here, otherwise you may enter your Personal Email."

## Note:

SCHOOL EMAIL will be the Identifier that matches you to your courses – be sure this is the email that is listed for you in the University system.

# Registration

- ▶ Select “Unavailable” for Faculty ID, Choose your Faculty Role, Click “NEXT”



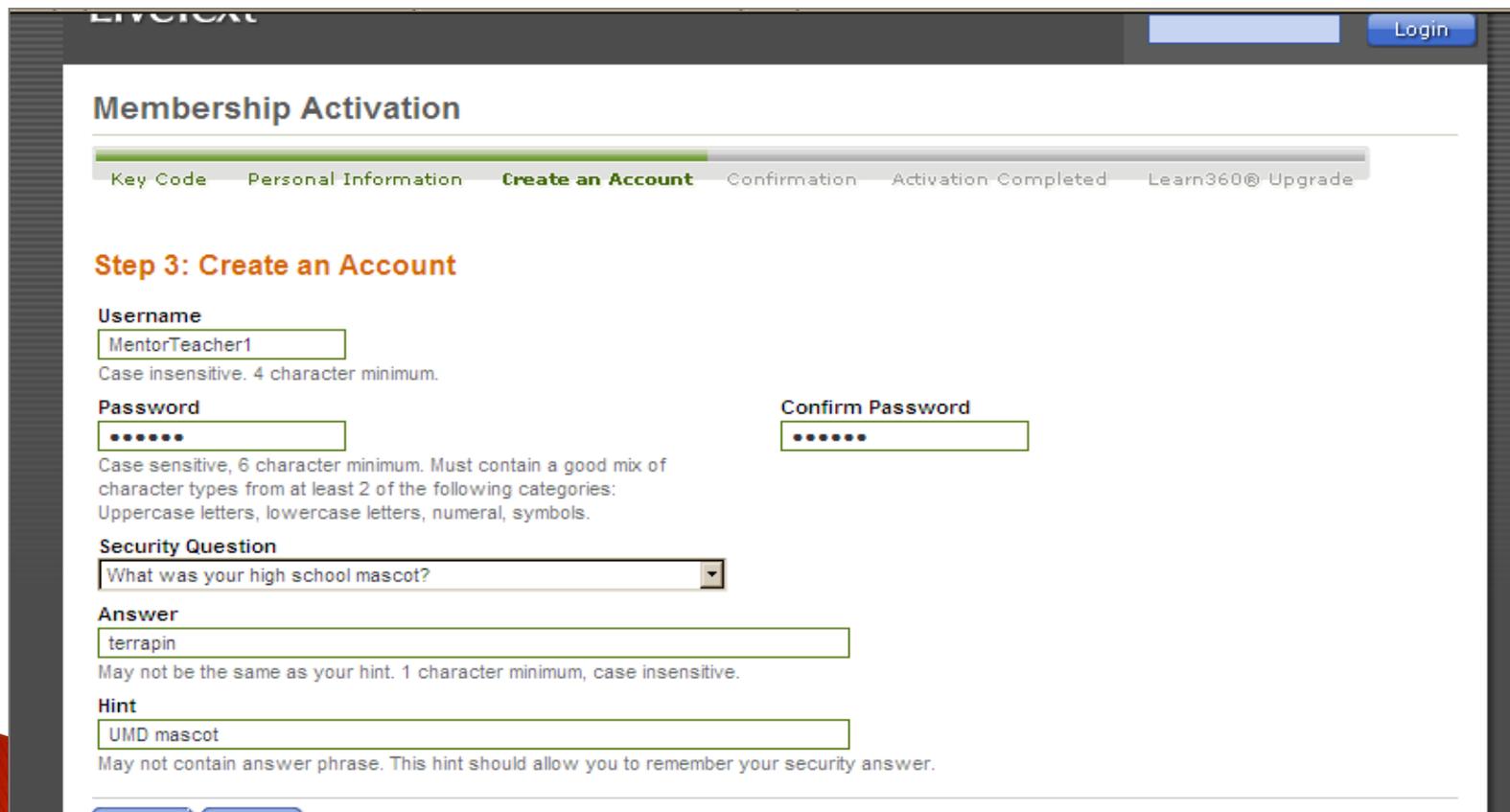
The screenshot shows a registration form titled "About Your Institution". The form contains the following fields and options:

- Membership Type:** A text input field containing the word "Faculty".
- State:** A text input field containing "Maryland".
- Institution:** A text input field containing "University of Maryland-College Park".
- Faculty ID:** A text input field that is empty, followed by a radio button labeled "Unavailable". A red arrow points to this radio button.
- Faculty Role:** A dropdown menu with the text "-- Select --".

At the bottom of the form, there are two blue buttons: "<< Back" and "Next >>".

# Registration

- ▶ Follow the prompts to choose your USERNAME and PASSWORD, Click “NEXT”



The screenshot shows a web browser window with a dark header bar. On the right side of the header, there is a blue button labeled "Login". The main content area is titled "Membership Activation" and features a progress bar with six steps: "Key Code", "Personal Information", "Create an Account" (highlighted in green), "Confirmation", "Activation Completed", and "Learn360@ Upgrade". Below the progress bar, the heading "Step 3: Create an Account" is displayed in orange. The form contains several input fields: a "Username" field with the text "MentorTeacher1" and a note "Case insensitive. 4 character minimum."; a "Password" field with six dots and a note "Case sensitive, 6 character minimum. Must contain a good mix of character types from at least 2 of the following categories: Uppercase letters, lowercase letters, numeral, symbols."; a "Confirm Password" field with six dots; a "Security Question" dropdown menu with the selected option "What was your high school mascot?"; an "Answer" field with the text "terrapin" and a note "May not be the same as your hint. 1 character minimum, case insensitive."; and a "Hint" field with the text "UMD mascot" and a note "May not contain answer phrase. This hint should allow you to remember your security answer." At the bottom of the form, there are two blue buttons, one of which is partially visible.

# Registration

## Step 4: Confirm Account Information

Please make sure all information is accurate.

### Personal Information

[Edit](#)**Name**

Mentor Teacher 1

**Date of Birth**

January 1

**Gender**

Decline to Identify

**Ethnicity**

Decline to Identify

**School Email**

MentorTeacher1@nowhere.com

**Personal Email**

MentorTeacher1@nowhere.com

### About your Institution

**State**

Maryland

**Institute**

University of Maryland-College Park

**Faculty ID**

not provided

**School PIN**

n/a

### Account Information

[Edit](#)**Membership Type**

Faculty

**Username**

MentorTeacher1

**Password**

(click to reveal)

**Security Question**

What was your high school mascot?

**Answer**

(click to reveal)

**Hint**

UMD mascot

### Terms of Service

#### Terms of Service - LiveText, Inc. - College LiveText edu solutions

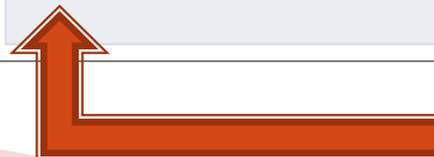
#### 1. ACCEPTANCE OF TERMS

LiveText Inc. will provide access to a series of online educational development tools ("College LiveText

I agree with the Terms of Service.

Check the information you entered for accuracy, then

CHECK "Terms & Service", Click "NEXT"



# Registration



Services Purchasing News & Events Testimonials Support & Training Company

LiveText Member

Username

Password

### Membership Activation

Key Code Personal Information Create an Account Confirmation **Activation Completed** Learn360@ Upgrade

#### Step 5: Account Activation Completed

**Congratulations!**

You have successfully activated your LiveText with Learn360@ membership account. Below is your account information summary:

Username	MentorTeacher1
Password	(click to reveal)
Membership Type	Faculty

You will receive an email notification regarding this account activation s

Your notification will be emailed to: MentorTeacher1@nowhere.com

Logged in as: Mentor Teacher 1 Forum Logout My Account Help

Today is: Thursday, August 12, 2010

Dashboard Documents Reviews Forms Community Tools

## Welcome to LiveText Community!

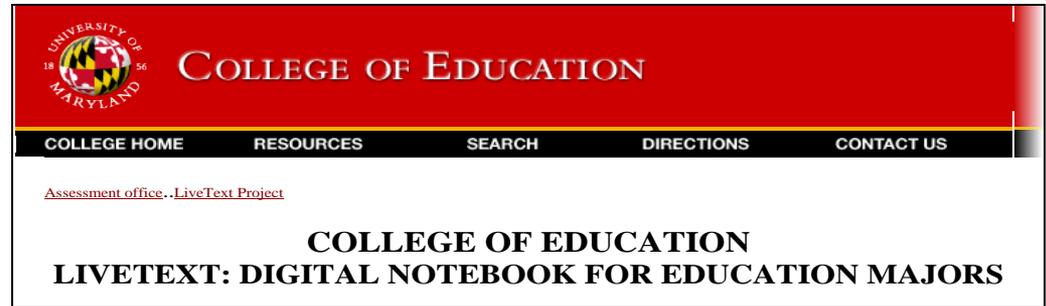
Whether you are a student, faculty member, or administrator, you will benefit greatly from LiveText's online tools. To get an idea of what LiveText can do for you, click one of the buttons on the left.

- Quick Links
  - Reviews
  - Groups
  - Visitor Passes
  - File Manager
- Customer Service
  - Student FAQ
  - support@livetext.com
  - Welcome to LiveText
  - What's New
- LiveText Forum
  - If you have any comments or suggestions on LiveText, please click the link below to post your feedback in the forum.
  - LiveText Forum

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# College of Education, LiveText website:

- Registration
- System Requirements
- Orientation Materials
- Student Features
- Technical Assistance
- Course Assignment Instructions



<http://www.education.umd.edu/assessmentOffice/LiveText>

## Additional Help:

Lisa K. Brown, LiveText  
Coordinator

[lkbrown@umd.edu](mailto:lkbrown@umd.edu)

(301) 405-8107

