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 Form]

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

![Enter Key Code Form]

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.

![Register Your Faculty Membership Form]
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.

![Create your LiveText Membership Account](image-url)
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.

![Image of Congratulations screen]

**Congratulations**

You have successfully activated your LiveText membership account.

Below is your account information summary.

- **Username:** [HIDDEN]
- **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.