TABLE OF CONTENTS

OVERVIEW 3

HOW TO PURCHASE LIVE TEXT™ 3

ENTER YOUR PERSONAL INFORMATION 3

CREATE YOUR LIVE TEXT™ ACCOUNT 5

SELECT YOUR STUDENT MEMBERSHIP 7

CREDIT CARD AND BILLING INFORMATION 7
BILLING ADDRESS 7

LOGIN TO LIVE TEXT™ 9

LEARN ABOUT LIVE TEXT™ 10
OVERVIEW

Live Text is an online membership interface. Lynn University extensively utilizes Live Text™ in combination with iTunes U to submit assignments, conduct course discussions, and create electronic portfolios. All students are required to have, and maintain, an active Live Text™ account while enrolled at Lynn University.

- Incoming freshman will receive Live Text™ during iPad distribution.
- Current students should have already purchased and/or registered their membership.
- Evening, graduate, and non-day freshman may purchase their membership at livetext.com

HOW TO PURCHASE LIVE TEXT™

ENTER YOUR PERSONAL INFORMATION

1. Open a browser and go to livetext.com

2. Select the PURCHASE/REGISTER tab.

3. Choose the Purchase Membership option.

4. Enter your personal information.

5. Enter Date of Birth by selecting the arrows to the right; choose the number of the month, date, and year from the drop down lists.
6. Enter **Email address** information.

Enter and confirm your Lynn email address into the top text boxes. This will allow Live Text™ to stay in touch with you regarding important service updates and messages.

Enter and confirm a personal email address into the bottom text boxes. This will allow Live Text™ to have an accurate email address should you need to recover your password.

7. **Institutional Information.**

**Select Country** by pushing the arrows to the right. Choose United States from the drop down list. Your membership will be associated with Lynn University, which is in the United States.

Next, in the **Select State** option, you will choose where the institution is located. Push the arrows to the right to display the state options, and choose **Florida** from the drop-down list.
8. Institutional Information. Select the institution by pushing the arrows to the right. Choose Lynn University from the drop-down list.

Although not required, it is recommended to provide a Student ID.

Anticipated Graduation Date

Push the arrows to the right to select your graduation date. You will be purchasing a five-year membership. Use those dates as a guide for your selection.

CREATE YOUR LIVE TEXT ACCOUNT

1. Create Username that you will easily remember. For example, your Lynn username.

2. Create a Password following the Live Text™ requirements. Make it something easy for you to remember, but difficult for someone else to guess.
   Note: Live Text™ passwords do not expire. The password will only change if the registered member requests a password change.
3. Choose a **Security Question** by pushing the arrows to the right. Select a security question that you can easily recall and that would be difficult for someone else to answer from the drop down list.

Enter the answer to your security question.

Enter the hint to remind you of the security answer question.

*Note: You cannot use any part of the answer as the hint.*

4. Push the **Continue on to Step 3** button to continue your Live Text™ account.

If there are any errors or unanswered portions you will receive the following message:

*Please enter all the information below to continue with the purchase process.*

Scroll down the page and locate portions highlighted in red.

Complete or edit information, then press the **Continue on to Step 3** button again.
SELECT YOUR STUDENT MEMBERSHIP
Choose a Live Text Student Membership by pushing the arrows to the right, and by selecting Live Text Student Membership Standard Edition.
Note: Price is subject to change without notice. The image below reflects the cost on the date this document was created.

Select the check box to agree to the Terms of Service.

Push, Almost done! Continue to Billing to continue the process.

CREDIT CARD AND BILLING INFORMATION

1. Enter Credit Card information into the corresponding boxes. Choose Card Type and Expiration Date by pushing the arrows to the right of these options, and then select the appropriate information from the drop-down list.

Credit Card

<table>
<thead>
<tr>
<th>John</th>
<th>Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name (as appears on card)</td>
<td>Last Name (as appears on card)</td>
</tr>
<tr>
<td>Visa</td>
<td>967-5432-0123</td>
</tr>
<tr>
<td>Card Type</td>
<td>Account Number</td>
</tr>
<tr>
<td>Expiration Date (M/Y)</td>
<td>Security Code (CVV) What's this?</td>
</tr>
</tbody>
</table>

BILLING ADDRESS
1. Enter the **Billing Address** that corresponds with the credit card. Choose **Country** and **State/Territory** by pushing the arrows to the right of these options, and then select the appropriate information from the drop-down list.

Review **Membership Information** in the right column of your screen to verify that all of the information is correct. If changes are needed to the membership edition, select the **Edit Account Information** link.

Push **Submit Billing and Create Account** to complete the process.
You will be directed to the Congratulations screen

Congratulations

You have successfully activated your LiveText membership account.

Below is your account information summary.

Username: [Redacted]  
Password: [Redacted]  
Membership Type: student

Click to Login or visit the homepage of www.livetext.com and click the Login button located at the top right.

LOGIN TO LIVE TEXT™

Login to your new account by selecting the Click to Login link, or by going to www.livetext.com, and entering your username and password at the top right of the screen. Press Login.

The Live Text™ website opens to the Dashboard. Select the Courses tab; all your courses will be displayed.

You can access your courses by selecting from Term, Course Code, or Course Name options.

The Course Main Page will open, and five tabs will display.

- Overview: Brief course description
- Assignments: Lists all available Live Text assignments and their Date Due
- Standards & Outcomes: Expected student goals
- Announcements: Messages from your instructor
- Discussions: Course discussion board
LEARN ABOUT LIVE TEXT™

To learn more about Live Text™, select Student FAQ from the right sidebar or Help in the top right corner.

Select any of the Support Topics on the left, browse the Frequently Asked Questions, or download the Training Resources.

<table>
<thead>
<tr>
<th>Support Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documents</td>
</tr>
<tr>
<td>LiveText Documents</td>
</tr>
<tr>
<td>Create/Edit a LiveText Document</td>
</tr>
<tr>
<td>Share a LiveText Document</td>
</tr>
<tr>
<td>Output a LiveText Document</td>
</tr>
<tr>
<td>Organize Documents</td>
</tr>
<tr>
<td>Courses</td>
</tr>
<tr>
<td>Submit a Course Assignment</td>
</tr>
<tr>
<td>Academic Terms</td>
</tr>
<tr>
<td>Course Assignment Basics</td>
</tr>
<tr>
<td>View a Completed Assessment</td>
</tr>
<tr>
<td>Standards &amp; Outcomes for Courses</td>
</tr>
<tr>
<td>Course Announcement(s)</td>
</tr>
<tr>
<td>Exam Services</td>
</tr>
<tr>
<td>Course Level Discussion Board</td>
</tr>
<tr>
<td>Tools</td>
</tr>
<tr>
<td>Visitor Pass</td>
</tr>
<tr>
<td>Reports</td>
</tr>
<tr>
<td>Standards &amp; Outcomes</td>
</tr>
<tr>
<td>File Manager</td>
</tr>
<tr>
<td>Forms</td>
</tr>
<tr>
<td>Forms - Index</td>
</tr>
<tr>
<td>Reviews</td>
</tr>
<tr>
<td>Review a LiveText Document</td>
</tr>
</tbody>
</table>

Frequently Asked Questions

- What is LiveText's Recommended Browser?
- How do I start a new assignment from an assignment template?
- How do I continue working on an assignment I already started?
- How do I add a file attachment to a section on a page within a LiveText document?
- How do I add an image to a section on a page within a LiveText document?
- How do I paste text into a LiveText document?
- How do I submit a file or LiveText document to my instructor for an assignment?
- How do I create a hyperlink from one LiveText document to another?
- How do I view a completed assessment?
- How do I create a Visitor Pass to share my work with non-LiveText members?

Training Resources

- Uploading Files From A Cloud Drive (2014)