REGISTER YOUR LIVE TEXT™ ACCOUNT

STUDENT GUIDE

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# Table of Contents

- **Overview** .................................................. 3
- **How to Register Live Text™** .......................... 3
- **Enter Your Personal Information** .................... 4
- **Create Your Live Text Account** ....................... 6
- **Login to Live Text™** ........................................ 8
- **Learn About Live Text™** .................................. 8
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 REGISTER LIVE TEXT™

1. Open a browser and go to livetext.com

2. Select the PURCHASE/REGISTER tab.

3. Choose the Register Membership option.

4. Select Student as your role.

5. Scratch off Key Code from the back of your Student Membership card.
6. Enter the sixteen digits into Live Text.

**ENTER YOUR PERSONAL INFORMATION**

1. Enter your first name, middle initial, and last name into the textboxes.

2. 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.

3. 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.
4. 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.

5. 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.
Purchase Live Text – Student Guide

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

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

4. Review Terms of Service, then select the check box to agree to the Terms of Service.

5. Push the Register My Membership Account to continue your Live Text™ account.

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

Scroll down the page and locate the portions highlighted in red.

Complete or edit information, then press the Register My Membership button again.

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.

You will be directed to the Congratulations screen.

Congratulations

You have successfully activated your LiveText membership account.

Below is your account information summary.

Username:
Password: (click to reveal)
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 due date
• 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.
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 Provider (2014)

Click this link to download Adobe Reader.