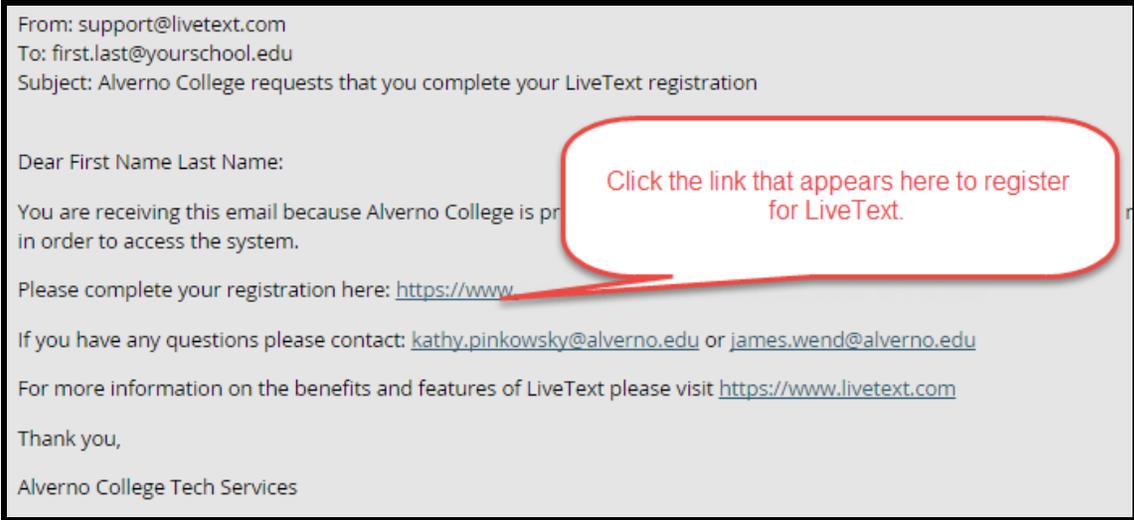


Students - Registering your LiveText ePortfolio Account

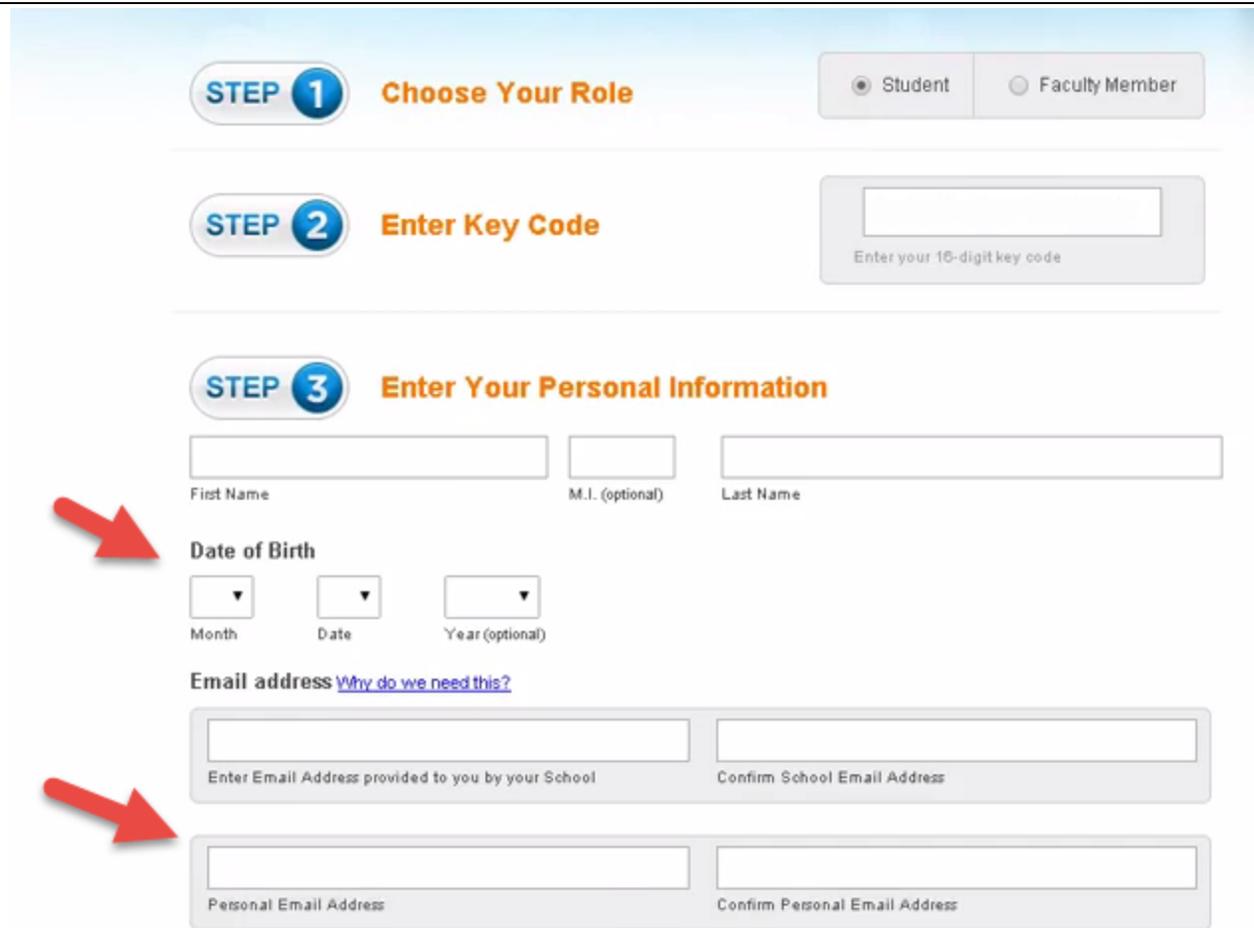
LiveText is Alverno's new ePortfolio system replacing the DDP. Students will be asked to submit work to LiveText through their Moodle classes. Students will have the option of creating web based showcase portfolios using assignments and work uploaded directly to LiveText. Once LiveText accounts are created, students will be linking to LiveText assignments through their Moodle classes. After completing this registration process, the first time a student clicks on a Moodle LiveText assignment, they will be required to enter their LiveText username and password. After the initial sign in, student will access LiveText assignments directly through Moodle without needing to log in to LiveText.

Task	Screen Shot
<p>1. Log in to your student email with your Alverno network username and password.</p> <p>2. Locate and open the email from support@livetext.com. You may have to search your Junk mail folder.</p> <p>3. Click the registration link in the email.</p> <p>Note: LiveText works well with Mozilla Firefox or Google Chrome. Using Internet Explorer is not recommended.</p>	 <p>The screenshot shows an email from support@livetext.com to first.last@yourschool.edu with the subject 'Alverno College requests that you complete your LiveText registration'. The email body includes a personalized greeting, an explanation of the email, a registration link (https://www.livetext.com), contact information for Alverno College Tech Services, and a thank you note. A red callout box highlights the registration link with the text 'Click the link that appears here to register for LiveText.'</p>

4. Your Key Code, Name and email should be automatically filled out.

5. Add your date of birth and personal email address

Note: Because you can continue using LiveText after graduation, your personal email address is how you will be able to communicate with LiveText after graduation.



The registration form is divided into three steps:

- STEP 1: Choose Your Role** - Includes radio buttons for Student and Faculty Member.
- STEP 2: Enter Key Code** - Includes a text input field with the placeholder "Enter your 10-digit key code".
- STEP 3: Enter Your Personal Information** - Includes:
 - Text input fields for First Name, M.I. (optional), and Last Name.
 - Date of Birth section with dropdown menus for Month, Date, and Year (optional).
 - Email address section with a link [Why do we need this?](#) and two input fields: "Enter Email Address provided to you by your School" and "Confirm School Email Address".
 - Two input fields for "Personal Email Address" and "Confirm Personal Email Address".

Two red arrows point to the "Date of Birth" section and the "Personal Email Address" section.

6. Enter your anticipated graduation date

7. Create a unique username and password, and **write it down**.

Note: LiveText will send your username and password to both your Alverno email and personal email.

8. Set password hints.

If you forget your username or password:

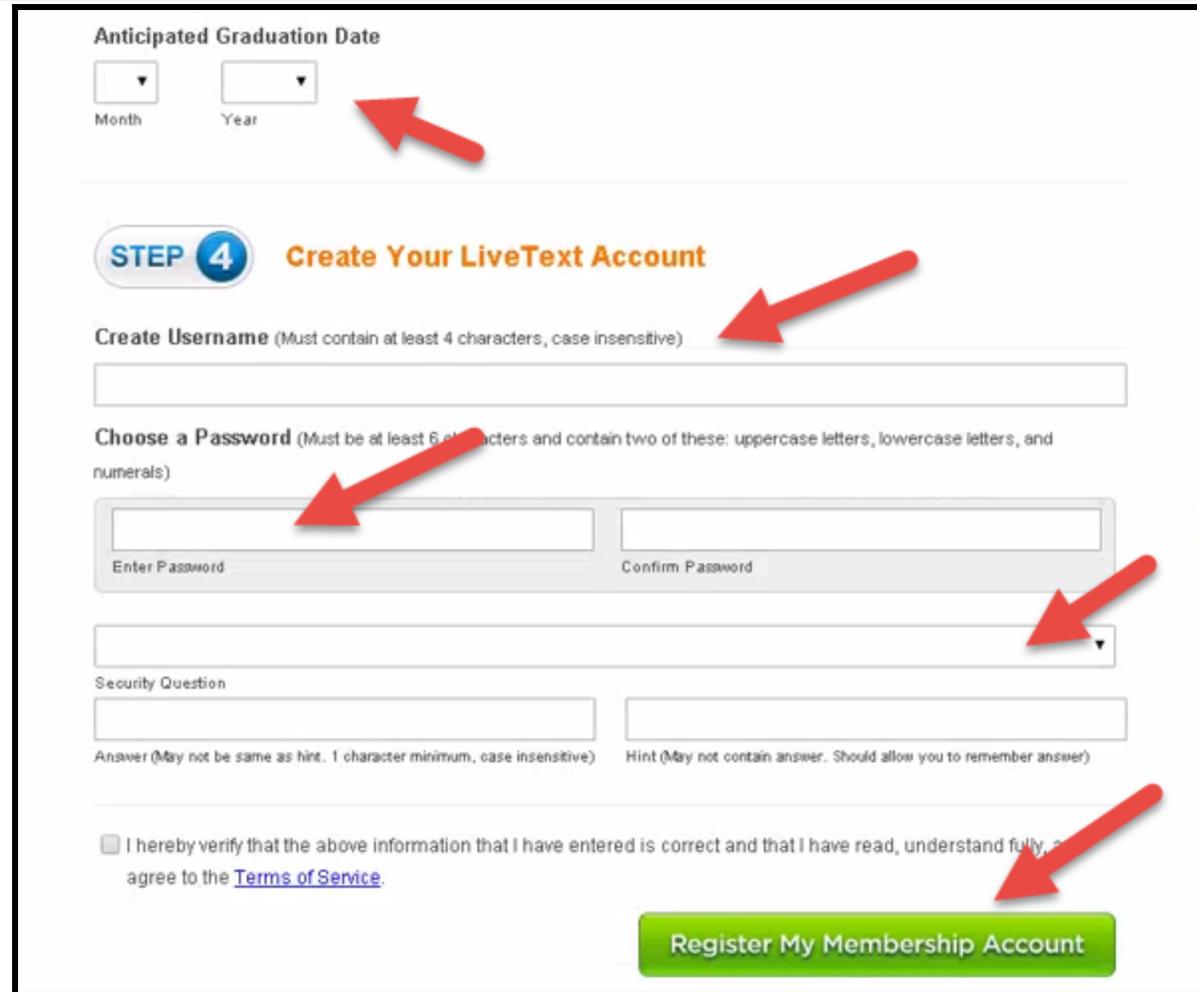
1-866-LiveText (1-866-548-3839)
support@livetext.com

Monday - Thursday 7:00am to 9:00pm (CT)

Friday 7:00am to 6:00pm (CT)

Sunday 12:00pm to 9:00pm (CT)

9. Click the Register My Membership Account button.



Anticipated Graduation Date

Month Year

STEP 4 Create Your LiveText Account

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

Choose a Password (Must be at least 6 characters and contain two of these: uppercase letters, lowercase letters, and numerals)

Enter Password Confirm Password

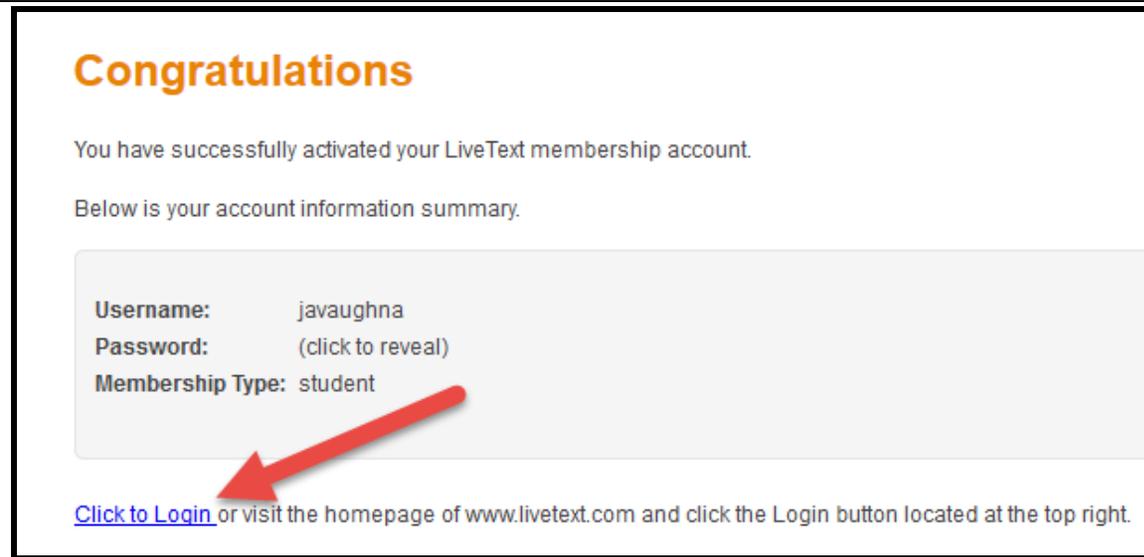
Security Question

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

10. When you successfully complete the registration process, click the “Click to Login” button at the bottom of the Congratulations screen.



Congratulations

You have successfully activated your LiveText membership account.

Below is your account information summary.

Username:	javaughna
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.

A red arrow points from the text below to the "Click to Login" link.