How to Register a Faculty Live Text Account

1. Go to http://www.livetext.com

2. To register your account click on “Register Account.”
3. Enter the Membership Key code that has been provided to you. If you do not have the number contact the ASU Live Text Administrator.

4. Complete that user information.

Recommendations:

- In selecting a user name, select something that makes you easily identifiable to the Live Text Administrator, e.g. Greg Meeks might be gregmeeks.
- **Faculty members** should include their birthdate, ASU email address and ASU ID number.
- **HEH academic assistants** should include their birthdate, HEH email address. The ID section should be left blank.
- These fields are used to associate you with the correct course as listed in Banner, therefore it is important that these be entered correctly.