

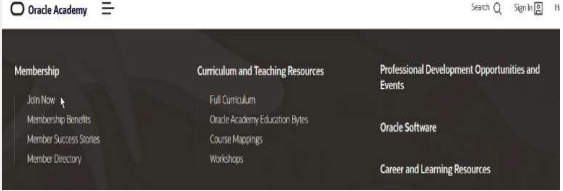

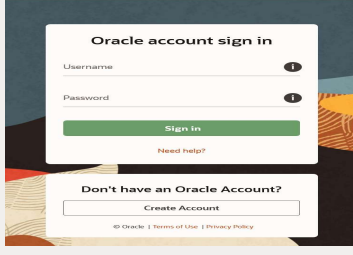
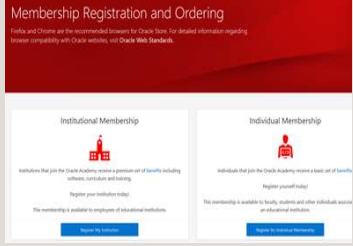
# Oracle Academy Add Faculty Account Registration Quick Guide

- To register for any Oracle Academy membership you **must** have an Oracle Account.
- Once your Oracle Academy Faculty Account has been activated, you will receive a confirmation email to access the program benefits.

Three main stages guide you through the Faculty Account process:

- Stage 1.** Start Registration Process
- Stage 2.** Legal Agreement Acceptance
- Stage 3.** Registration Confirmation and Welcome Email

## Stage 1. Start Registration Process:

<ul style="list-style-type: none"> <li>• Go to <a href="https://academy.oracle.com">https://academy.oracle.com</a>.</li> <li>• Click the menu icon next to the Oracle Academy logo at the top.</li> <li>• Then click “Join Now”.</li> </ul>	
<ul style="list-style-type: none"> <li>• On the next page scroll to “Step 1: Create Your Oracle Account”.</li> <li>• Click “I Already Have an Oracle Account” (or “I Do Not Have an Oracle Account – Sign up” to create one).</li> <li>• Click “Sign In to Your Account and Register for Membership”.</li> </ul>	
<ul style="list-style-type: none"> <li>• Enter your Oracle Account Username and Password, and click “Sign in”.</li> </ul>	
<ul style="list-style-type: none"> <li>• If you have identified that your institution is already an Oracle Academy Institutional member, click “Register My Institution” to start the Faculty Account registration process.</li> </ul>	

- On the next screen select your country from the drop-down list.
- Enter your institution name and click “Search”. You may also try additional search options like city or postal code.
- In the list of search results click your institution name with the corresponding institution address and review your institution’s information for accuracy. Continue to the next screen.

**Note:** Many institutions have similar names but may be located in different cities, states or countries. Please ensure you are selecting your proper institution.

- On the Contact Information Page enter all required details into all mandatory fields. When complete click “Next” to continue.
- When prompted, please enter the number of students you plan to teach with Oracle Academy resources.

### Stage 2. Legal Agreement Acceptance:

The Oracle Academy Institution Membership Agreement was signed by your institution and applies to your membership.

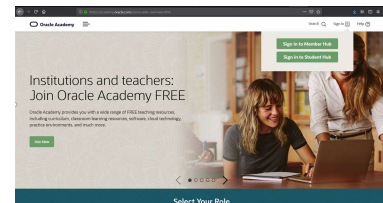
- On the Agreement page select “I will abide by the Oracle Academy Institution Membership Agreement signed by my institution”. You can download the agreement if you would like to retain a copy.
- Complete the Oracle Academy Institutional Membership Agreement and submit your registration.

**Note:** Your institution’s legal signing authority also receives an email each time a faculty member adds themselves under the institution’s membership.

### Stage 3. Registration Confirmation and Welcome Email:

Once your application has been processed, you will receive a “Your Oracle Academy Membership: Welcome” email.

- You may sign in to the Oracle Academy Member Hub to access your membership benefits.



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