1. **Buying Live Text**
LiveText will cost you $90.00. This is a **one-time fee** for a subscription that will last until one year after you complete your program. After that, you can renew it after that on a yearly basis if you wish to keep your service. There are two ways to buy LiveText.

A. At the campus bookstore. You can buy your subscription at a register where you will receive a registration code in a packet like the photo to the right. **OR**

B. Online at LiveText.com with a credit card. You can click at the “Buy Online” in the area to the right. You will receive your code there and follow the directions below about setting up an appropriate account.

2. **Registering your Account**
Go online to **www.livetext.com**
On the right side of the page, you will see space to register online. Clicking in that area will lead you to an area to enter your registration code. **Do not share your code with anyone—it can only be used once.**

**Things to note:**

- Please use your **Cal email** as your username (such as ZBA0000). This will help you remember it and your professors identify you quickly.
- Please use your Cal email account as it will remain stable during the time of your program.
- If you are uncomfortable entering the last four digits of your social security number, use the last four digits of your phone number. You can also create a birthday if you have security concerns about that question.
- **Choose a password you will remember!** (you can change it later in your account information if you need to).
- Use the last 6 digits of the number on your Cal card for your student ID.
- **Remember to click that you have read the terms of agreement.**
- Set a reminder question and hint for yourself for future use.

3. **Learning to Use Your Account**
- Many of your education professors will be introducing this service in your classes.
- Training Sessions will also be offered at various points throughout the next few semesters. Watch for dates.
- Common training topics and questions are carefully addressed in an area marked “**help**” in the top right of the page after you log on to your account. For technical problems related to software or hardware conflicts, call 866-LIVETEXT or email Support@Livetext.com rather than the Cal U helpdesk.
- Those familiar with technology can try sample projects on their own. To start on your own, go to the “**My Work**” area of your account. Click “Create” and go to the LiveText -Training Template folder and then choose the “Document Authoring” template. This will walk you through the basics.