

## Working with LiveText for GaPSC Certified, Leadership Doctoral Students Revised 5/16/12

### How to Purchase & Register for Your LiveText Account Online:

1. Open LiveText at <http://college.livetext.com/college>
2. Click on "Buy Online" (on the top ribbon of the screen).
3. Click on "Student Membership" (under "How Do I Get Started?")
4. Under **Standard Edition**, Select "Purchase Online" (about \$98)
5. Complete Account Information, be sure to:
  - Select State: **Georgia** and wait until screen refreshes.
  - Select University: **Valdosta State University**
6. After completing your registration, you will be able to use your username and password to login into LiveText.

### How to Register for Your LiveText Account with a Key Code when Purchased in VSU Bookstore:

1. Open LiveText at <http://college.livetext.com/college> (Using Internet Explorer or Mozilla).
2. Click on "Register Account" (at right side of the screen).
3. Complete Account Information, be sure to:
  - Select State: **Georgia** and wait until screen refreshes.
  - Select University: **Valdosta State University**
  - Always use your **VSU e-mail address**.
  - Always use your **VSU 870... student number**.
4. After completing your registration, you will be able to use your username and password to login into LiveText.

### How to Complete a Form

1. Open LiveText at <http://college.livetext.com/college> (Using I.E. or Mozilla).
2. To login enter: your **username** and **password**.
3. On main page, select "Forms" tab
4. Find the **desired form** in the list and click **Take** or **Take Again** on the right side--the form will open.
5. Complete each of the sections/questions—as a new candidate your transition point is "entry" and as a graduating candidate, your transition point is "exit from program"
6. When you have **completed your form** then click on the "Submit Form" button on the bottom of the form.

Note: Complete the **Advanced Educator Disposition Form** (first semester and last semester)