Registering and Purchasing Graduate LiveText Accounts
Lincoln Memorial University
Carter & Moyers School of Education

Read through this document before you begin so you can gather what you need to register: 
LMU student username; LMU email address; LMU student ID number; your credit card.

1. The usual LMU network username is firstname.lastname. The typical LMU email address is firstname.lastname@lmunet.edu. However, if you and another LMU student have the same name, your email address may be different.

   To find your LMU network username: Go to the www.lmunet.edu. Click on myLMU. Enter your firstname.lastname as your username and your default password. Your default password should be your first initial of your last name and six-digit birthdate. For instance, if your last name is Cliffenhimer and your birthday is July 4, 1973: your default password is c070473. If these instructions do not get you into myLMU, then contact IS Help Desk at 800.325.0900 or 423.869.7411.

   To find your email address: If you can log into Pathway with the typical firstname.lastname username and the default password (which you do need to change) then your email address is the typical email address of firstname.lastname@lmunet.edu. However if you call IS Help Desk (800.325.0900 or 423.869.7411) to get logged into the LMU network, ask for your email address too.

2. After you have confirmed your username and email address at LMU, you can setup your LiveText account. Every candidate in an LMU Carter and Moyers School of Education is required to purchase an account with LiveText. Accounts cannot be shared. After you activate your account, you can work on assignments anywhere in the world and turn them into your professors through your computer or mobile device.

3. To begin LiveText registration: You will need a credit card and an internet connection. Type the following URL into your Internet Browser: www.livetext.com. Click on REGISTER
4. Fill in the Personal Information. To see the courses for which you are registered in
the LiveText website, this information must be filled out correctly. For First Name and Last Name,
please use the name with which you are registered at LMU. Choose your correct birthdate month and
day. You must enter your LMU email address in the School email blank. The personal email address
you enter can be one of your choosing (one at which we could email you, if necessary). You will
enter your student ID which is a seven digit number you assigned to you at registration or admission
to the university or program. You can find your Student ID in WebAdvisor under Academic Profile.
You can find how to access WebAdvisor on the How to Access and Use the LMU Network for
Candidates handout.

*The anticipated graduation date is simply
an estimate; this date is not the official
date you will graduate.

5. Create Your LiveText Account.

Your LiveText password, security question and security question answer can be anything you want to use.
Be sure to choose Lincoln Memorial University as your Institution.

6. Select the Purchase Membership option.

7. Select the Standard Edition for $98.

8. As with any credit card payment online, enter your credit card information and click on Submit
and Create an Account. You will see the username and password LiveText has stored for you.
Please write down this information for later use.

You can now login at www.livetext.com . LiveText recommends that you use FireFox as your browser
instead of Internet Explorer. You can download FireFox for free at www.Mozilla.org/firefox .

9. When you are log in, you will see your dashboard. If no assignments in your classes are active you will
not see any assignments or course tabs. As your professor adds assignments, you will see course tabs and
assignments underneath the tabs.

However, if you do not see a course tab or you cannot see assignments after your professor indicates the
assignments are active, contact Trenton.Clagg@lmunet.edu or zachary.corder@lmunet.edu by email. Please
include which course or courses are not showing, which courses are showing (if the course is showing and the
assignment is not—list the assignment), your LiveText username, and telephone number where you can be
reached. You will be contacted as soon as possible to resolve the issue.
For your information:

- How to **submit assignments** can be found in the Help menu in LiveText.
  
  o Click on the **For Students** button:

  o Choose **Courses** under **Support Topics**.

  Click on **Submit a Course Assignment** and read the topics to learn how to submit assignments to your professors.

- Support Videos are also available that you can watch for an overview of how to use LiveText.

- If you need further information, you can always contact [trenton.clagg@lmunet.edu](mailto:trenton.clagg@lmunet.edu) or [zachary.corder@lmunet.edu](mailto:zachary.corder@lmunet.edu).