

## Create an Oracle Academy Faculty Membership

This step-by-step guide takes you through the process to create a Faculty Membership Account.



## BEFORE YOU START

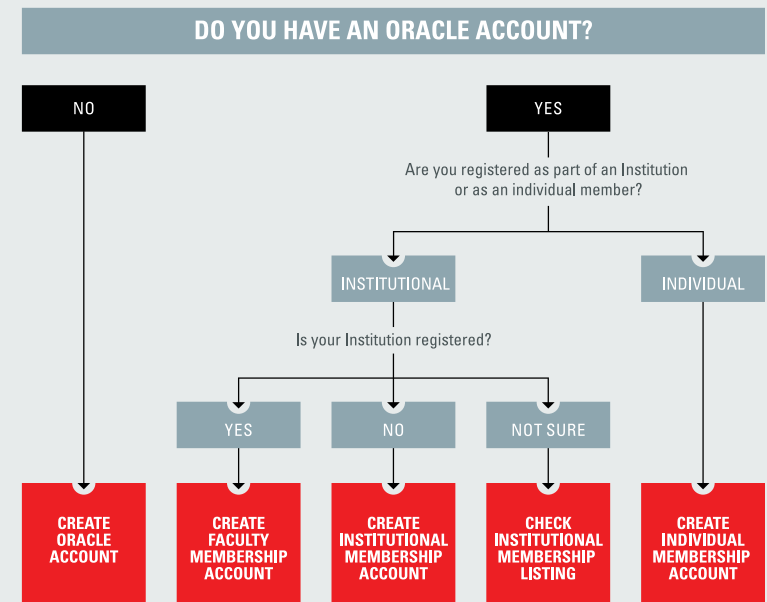
Have you checked the Oracle Academy New Membership Reference Guide to determine which registration process is the most appropriate for you?

- To register for any Oracle Academy membership you **must** have an Oracle Account.
- Use Firefox or Chrome internet browsers. These are the recommended browsers for the Oracle Store System, where you will register for Oracle Academy membership.
- Once you have submitted your Membership Registration it will be processed. It can take three to five business days for your Oracle Academy account to be activated once you submit the completed application. You will receive a confirmation email then you are ready to access the program benefits via your Academy Member Site.

Your Faculty Account will allow you to access benefits provided to your institution as part of their Oracle Academy Institutional Membership.

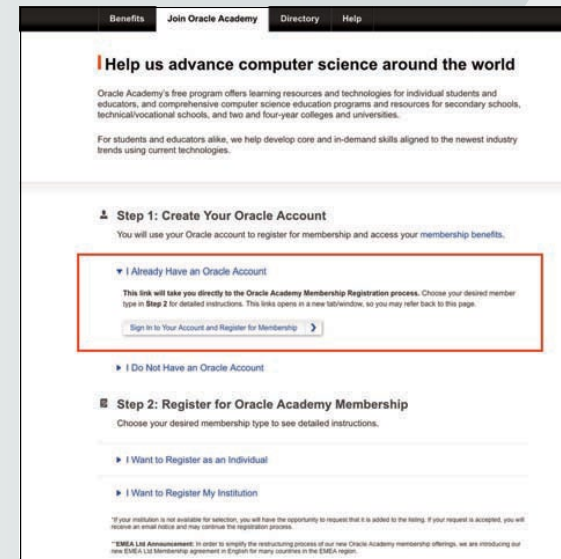
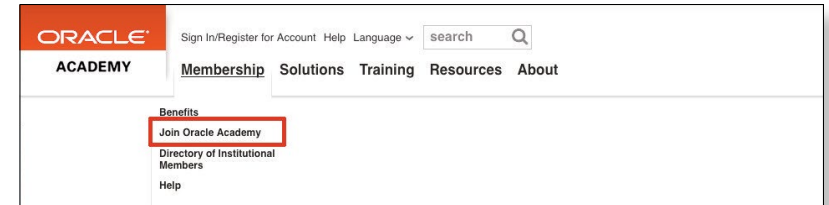
There are three main stages on the following pages that guide you through the registration process..

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



## STAGE 1: START REGISTRATION PROCESS

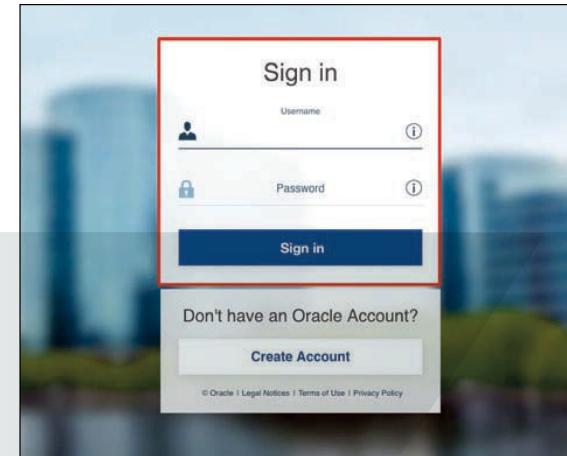
1. Go to [academy.oracle.com](https://academy.oracle.com)
2. From the upper menu click **“Membership”** and then click **“Join Oracle Academy”**.  
*See example opposite ▶*
3. The following screen appears, click, ‘I Already Have an Oracle Account’, then click **“Sign in to Your Account and Register for Membership”**.  
*See example opposite ▶*



**STAGE 1: START REGISTRATION PROCESS** *continued*

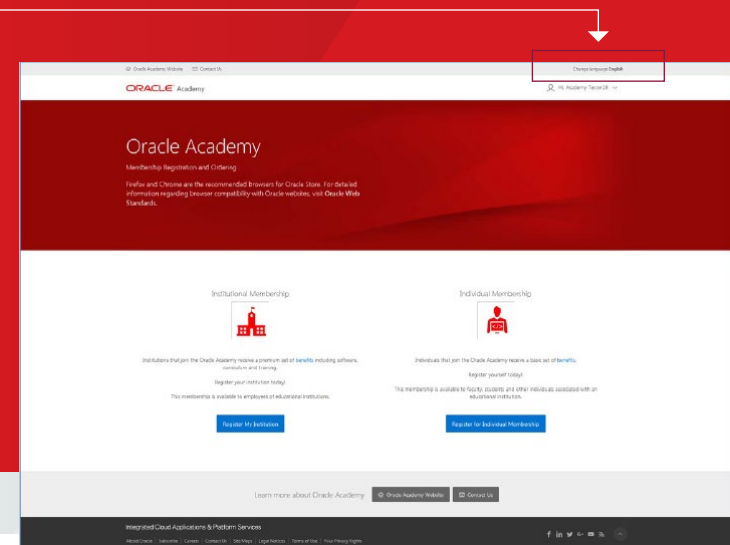
The next screen is the Oracle Sign In page.

4. Enter your Oracle Account username and password and click **“Sign in”**.  
*See example opposite ▶*
5. If you have identified that your Institution is already an Oracle Academy member, start the Faculty registration process and click **“Register My Institution”**.  
*See example opposite below ▶*



**NOTE:**

You have the option to change your preferred language for Oracle Store communications by selecting Change language found here.



**STAGE 1: START REGISTRATION PROCESS** *continued*

6. Select your country from the **“Search by Country”** drop down menu. Enter your institution’s name and click **“Search”**.

*See example opposite ▶*

If you would like to search all institution data available within a country, enter a percentage sign (%) in the search field.

7. **“Click”** on your institution’s name with the corresponding institution address (for accuracy) in the list of search results.

*See example opposite below ▶*

**Note:**

Many institutions have similar names but may be in different cities, states or countries.

Please review your selection to ensure you are selecting your Institution.

ORACLE Academy H, New Institution 1

Progress: **Institution** | Contact | Agreement | Review | Complete

To register for Oracle Academy membership, you will complete the following steps:

1. Search for and select your institution.
2. Enter your contact information.
3. Accept the Academy membership agreement.
4. Submit.

**Institution Membership:**

1. Institutions must meet the following requirements to qualify for membership:
  - a. Accredited or registered with your country's department of education or other governing body, and
  - b. Secondary school, diploma or degree-granting college or university
2. You will need the name, job title and email address of the person authorized to sign legal agreements on behalf of your institution.

Search by Country:

Search by institution name, country, state, postal code:

ORACLE Academy H, Andrew White

Progress: **Institution** | Contact | Agreement | Review | Complete

Search by Country:

Search by institution name, country, state, postal code:

Institution Name	Address	Country
Sieton University	M. perego S. Eberl	Germany

**Is your institution not listed above?**

1. Search again. Check for spelling and other errors.
2. If you are still unable to find your institution, submit a request to [add your institution](#). We will send you an email when your request has been reviewed.

**STAGE 1: START REGISTRATION PROCESS** *continued*

8. Enter your information into all mandatory fields on the Contact Information page, when complete click **"Next"** to continue. When prompted, please enter the number of students you plan to teach with Oracle Academy resources each academic year.

*See example opposite ▶*

**Note:**

When entering your phone number please enter your country code and **NOT** your area code.

ORACLE Academy

institution Contact Agreement Review Complete

Contact Information

The institution you selected is already an academy member. Please complete your faculty account registration.

First Name \*

Last Name \*

Email Address \*

Job Title \*

Department Name \*

Use institution address

Address Line 1\* add postage 5

Address Line 2 add postage 2

Address Line 3 add postage 4

Address Line 4 add postage 3

City \*

Postal Code \*

Primary Phone \* add telephone

Alternate Phone add alternate phone number (optional)

Please send me Oracle Academy news and email updates.

Enter the number of students you plan to teach each year:

How did you hear about Oracle Academy?

Academy Newsletters And Emails

Back to Academy

## STAGE 2: LEGAL AGREEMENT ACCEPTANCE

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

1. Review the agreement and 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.

*See example opposite ▶*

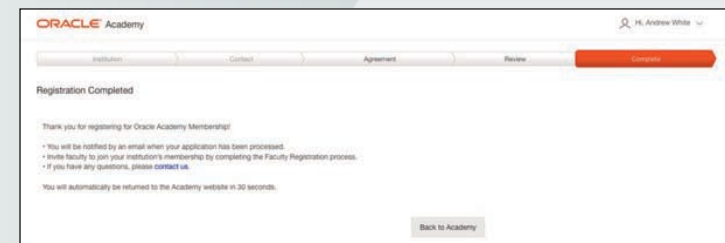
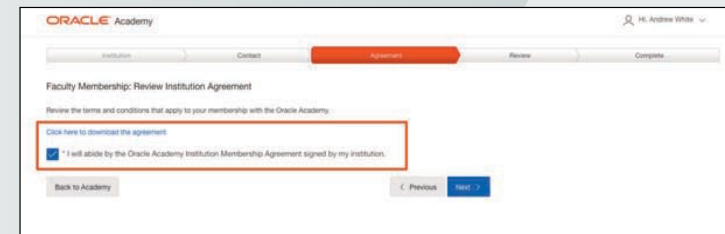
2. Click **“Next”** to continue.

3. Review your application for accuracy. Click the **“Change”** links if you need to edit institution information or your information.

4. Click **“Submit Registration”**.

Your registration is complete and your application will now be processed.

*See example opposite below ▶*



### STAGE 3: REGISTRATION CONFIRMATION AND WELCOME EMAIL

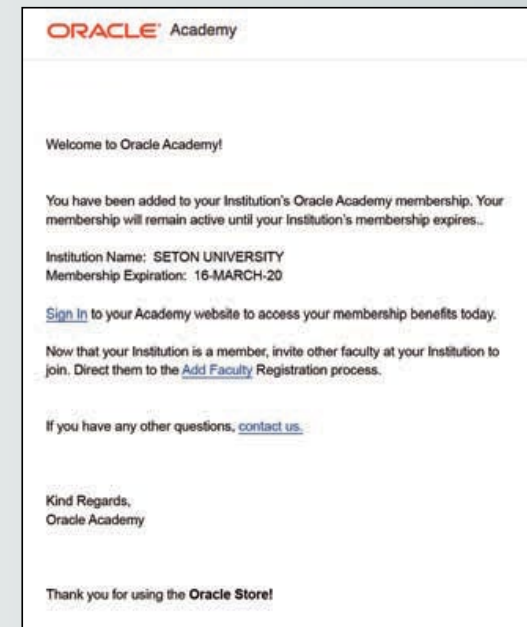
Once your application has been processed, you will receive the **“Your Oracle Academy Membership: Welcome”** email.

*See example opposite ▶*

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

**NOTE:**

It will take up to 2 days for your Oracle Academy Faculty account to be activated.

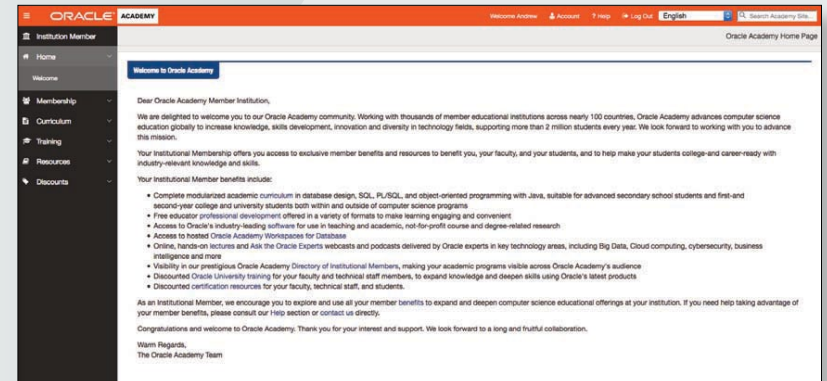
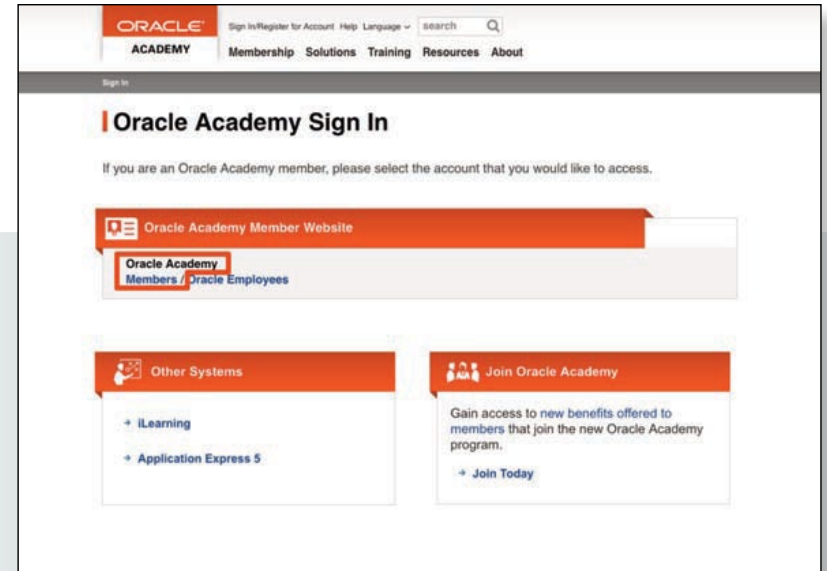




**STAGE 3: REGISTRATION CONFIRMATION AND WELCOME EMAIL** *continued*

When you receive the welcome email, this means your Faculty Membership is active. You may sign into the Oracle Academy members website to access your membership benefits, enroll in training events, etc. See example opposite and below.

See example opposite below ▶



## CONTACT US

If you have any questions regarding the online registration process, contact:

[academy.oracle.com/en/about-contact-us](https://academy.oracle.com/en/about-contact-us)

For Academy help and FAQ go to:

[academy.oracle.com/en/about-help](https://academy.oracle.com/en/about-help)

For help with your Oracle Account go to:

[oracle.com/corporate/contact/help](https://oracle.com/corporate/contact/help)





### CONNECT WITH US

 [facebook.com/oracleacademy](https://facebook.com/oracleacademy)

 [twitter.com/oracleacademy](https://twitter.com/oracleacademy)

 [instagram.com/oracleacademy/](https://instagram.com/oracleacademy/)


 [blogs.oracle.com/academy/](https://blogs.oracle.com/academy/)

 [academy.oracle.com](https://academy.oracle.com)

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