

Create an Oracle Academy Individual Membership

This step-by-step guide takes you through the process to create an Individual Membership.



BEFORE YOU START

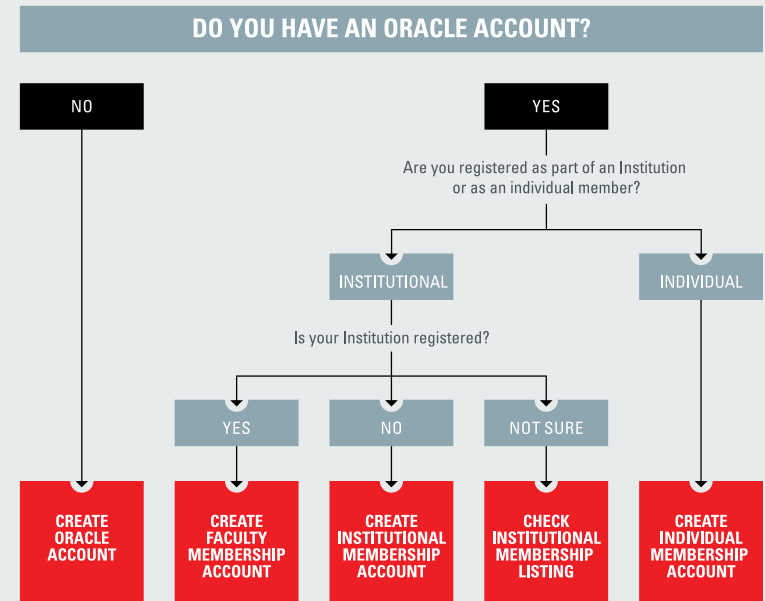
Have you checked the Oracle Academy New Membership Reference Guide to determine which registration process is the most appropriate for you?

- 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 Individual 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.

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

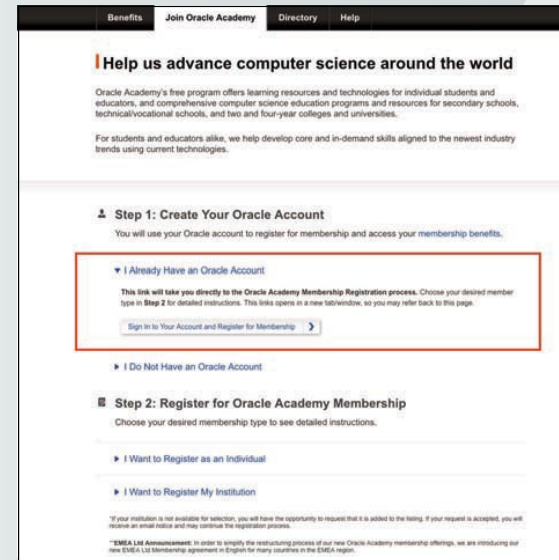
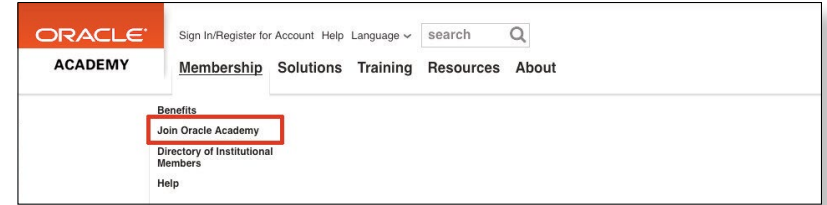
Stage 1. | Start Registration Process

Stage 2. | Registration Confirmation and Welcome Email



STAGE 1: START REGISTRATION PROCESS

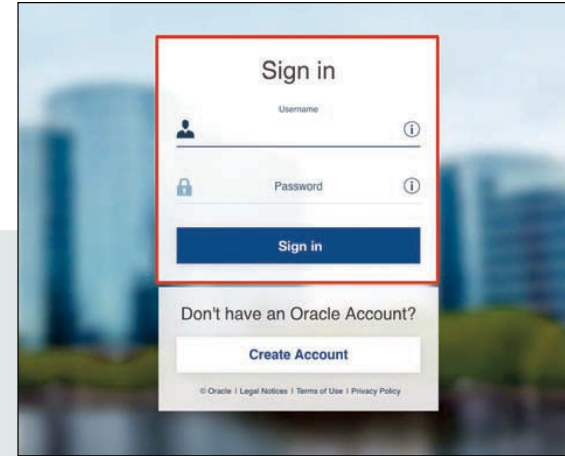
1. Go to academy.oracle.com
2. From the upper menu click **“Membership”** and then click **“Join Oracle Academy”**.
See example opposite ▶
3. The following screen appears, click, ‘I Already Have an Oracle Account’, then click **“Sign in to Your Account and Register for Membership”**.
See example opposite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



STAGE 1: START REGISTRATION PROCESS *continued*

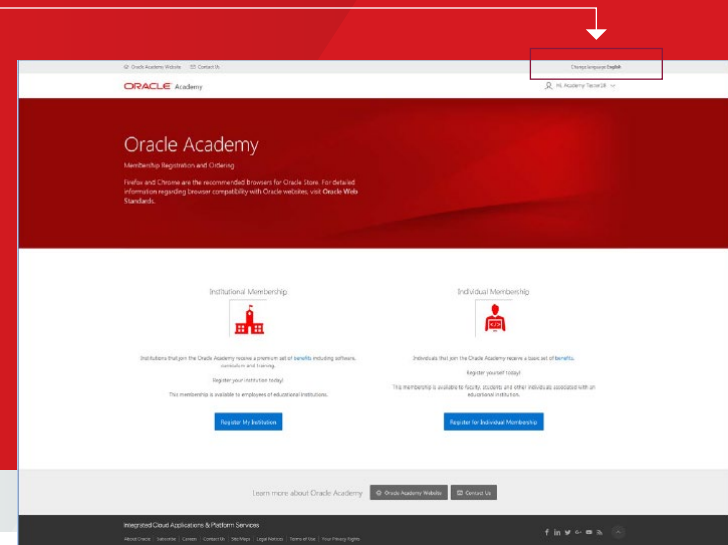
The next screen is the Oracle Sign In page.

4. Enter your Oracle Account username and password and click **“Sign in”**.
See example opposite ▶
5. To start the Individual registration process, create your Oracle Individual Member Account and click **“Register for Individual Membership”**.
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 ▶

If your institution is not listed you will have to submit a request via the **“add your institution”** link on the same page.

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 Hi, 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: All Countries

Search by institution name, country, state, postal code

Search by institution name, country, state, postal code

ORACLE Academy Hi, Andrew White

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

Search by Country: Germany

Search by institution name, country, state, postal code

Search:

Institution Name	Address	Country
Sieton University	M. Gernig 5, Berlin	Germany

[add your institution](#)

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.

See example opposite ►

Note:

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

ORACLE Academy

Search: Hi, Andrew White

Registration Progress: 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 *

Address Line 2 *

Address Line 3 *

Address Line 4 *

City *

Postal Code *

Primary Phone *

Alternate Phone *

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 | < Previous | **Next** >

STAGE 1: START REGISTRATION PROCESS *continued*

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

See example opposite ▶

10. Click **“Submit Registration”**.

See example opposite below ▶

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

The screenshot shows the Oracle Academy registration form in the 'Review' stage. The progress bar at the top indicates the following steps: Institution, Contact, Agreement, Review (highlighted in orange), and Complete. The form contains two main sections: 'Institution Information' and 'Your Information', each with a 'Change' button. At the bottom, there are three buttons: 'Back to Academy', '< Previous', and 'Submit Registration' (highlighted with a red box).

The screenshot shows the Oracle Academy registration form after successful completion. The progress bar at the top indicates the following steps: Institution, Contact, Agreement, Review, and Complete (highlighted in orange). The main content area displays 'Registration Completed' with the following text: 'Thank you for registering for Oracle Academy Membership!'. Below this, there are three bullet points: '• You will be notified by an email when your application has been processed.', '• Invite faculty to join your institution's membership by completing the Faculty Registration process.', and '• If you have any questions, please contact us.'. At the bottom, there is a 'Back to Academy' button.

STAGE 2: REGISTRATION CONFIRMATION AND WELCOME EMAIL

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

When you receive the welcome email, this means your individual membership is active. You may sign into the Oracle Academy **member** website to access your membership benefits, enroll in training events, etc.

CONTACT US

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

academy.oracle.com/en/about-contact-us

For Academy help and FAQ go to:

academy.oracle.com/en/about-help

For help with your Oracle Account go to:

oracle.com/corporate/contact/help



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