Create an Oracle Academy Institutional Membership

This step-by-step guide takes you through the process to register your institution for an Oracle Academy Institutional 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?

Institutional Membership:
You are the first teacher or administrator from your institution to join Oracle Academy as an Institutional member (View list of current members)

Faculty Account:
You are adding yourself to an existing Oracle Academy Institutional membership (View list of current members)

Individual Membership:
You are an individual learner or student

DO YOU HAVE AN ORACLE ACCOUNT?

NO

YES

Are you registered as part of an Institution or as an individual member?

INSTITUTIONAL

Individual

INSTITUTIONAL

Is your Institution registered?

YES

NO

NOT SURE

CREATE ORACLE ACCOUNT

CREATE FACULTY MEMBERSHIP ACCOUNT

CREATE INSTITUTIONAL MEMBERSHIP ACCOUNT

CHECK INSTITUTIONAL MEMBERSHIP LISTING

CREATE INDIVIDUAL MEMBERSHIP ACCOUNT
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 Institutional membership.

During the Registration process the Oracle Academy Institution Membership Agreement will have to be accepted by an individual who is authorized to accept legal terms on behalf of your institution (legal signing authority). If you are not authorized to accept legal terms then please refer to Appendix 1.2.

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 and then you are ready to access the program benefits via the Oracle Academy member site.

Registering your institution is easy, there are four main stages on the following pages that guide you through the registration process.

Stage 1. Start Registration Process
Stage 2. Your Confirmation Email
Stage 3. Legal Agreement Acceptance
Stage 4. Registration Confirmation and Welcome Emails
STAGE 1: START REGISTRATION PROCESS

1. Go to academy.oracle.com

2. From the upper menu click “Membership” and the 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. Click “Register My Institution” from the next page.
   See example opposite below

NOTE:
You have the option to change your preferred language for Oracle Store communications by selecting Change language found here.
6. Select your country from the “Search by Country” menu, then enter your institution name and click “Search”. (If you would like to search all institution data available within a country, enter a percentage sign (%) in the search field).

Click on your institution name in the list of search results and provide the required information on the next screens. When prompted, please enter the number of students you plan to teach using Oracle Academy resources each academic year.

If your institution is not listed, check for spelling errors and search again. If you are still unable to locate your institution, you will have to submit a request via the “add your institution” link on the same page (Refer to Appendix 1.1).

**NOTE:**
If your institution was found after searching and you did not have to complete an “add your institution” request, please skip Stage 2 and continue at Stage 3 (Legal Agreement Acceptance).
STAGE 2: YOUR CONFIRMATION EMAIL

Once your “Add Institutional Request” has been reviewed, you will receive an email from academy_ww@oracle.com confirming if your request has been approved and your institution has been added to the database.

STAGE 3: LEGAL AGREEMENT ACCEPTANCE

Stage 3: Legal Agreement Acceptance

1. Continue with Registration and obtain signed “Legal Agreement Acceptance” from your Institution.
2. Click on the “Sign In” link in the confirmation email and log in with your username and password. See example opposite ▶
3. Click “Complete” to continue, or “Delete” to cancel. See example opposite below ▶
4. Verify the address entered for your institution is accurate. Follow the instructions on the screen. Click “Next” to continue.
STAGE 3: LEGAL AGREEMENT ACCEPTANCE  continued

The Oracle Academy Institution Membership Agreement page is then displayed. See example opposite ▶

Note: If you are NOT authorized to sign the Legal Agreement please see Appendix 1.2.

5. If you are authorized to sign legal agreements on behalf of your institution, select “I am authorized to sign legal agreements for my institution”.

6. Review the agreement and select “I accept the Oracle Academy Institution Membership Agreement”.

7. Click “Next” to continue.

8. Review your application for accuracy.

9. Click “Submit Registration”. Your registration application is complete and will proceed to order booking.

NOTE:
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 the Oracle Academy Member Site.
**STAGE 3: LEGAL AGREEMENT ACCEPTANCE** continued

If you would like to **check the agreement status** of your application please see Appendix 1.3.

Should you wish to **edit the legal signing authority information** you entered previously see Appendix 1.4.

For countries accepting hard copy agreements, you will be asked to download, print, sign and upload the agreement;

a) Click **"Oracle Academy Institution Agreement (PDF)"** to download, print and sign the agreement.

b) Scan, upload and attach the signed agreement to your application.

c) Click **"Next"** to continue.

**Note:**
When uploading a hardcopy signed agreement the file size is limited to 5MB and must be either in doc, pdf or jpg format.
Once your registration has completed the order booking process you will receive two emails.
When you receive the “welcome” email, this means your membership is active. The second email is from Oracle Support, providing information regarding the support benefit included with your institutions Oracle Academy membership.

You may sign into the Oracle Academy members website to access your membership benefits, enroll in training events, etc.

See example opposite ▶
### 1.1 Add your Institution

a) Select your “Country”.

b) Enter your institution’s information, providing tax information where requested
   *(all mandatory fields must be filled in)*

c) Confirm that your institution **meets the membership eligibility requirements** by checking
   the two boxes at the bottom.

d) Click “Next”.

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

Verify that the entered institution address is accurate. Follow the address verification instructions
on the screen.

e) On the next **Contact Information** page enter your contact details
   *(all mandatory fields must be filled in)*

f) Click “Save”.

Your registration request has been now been submitted for review to the Oracle Academy staff

*Confirmation screen example opposite*
1.2 If you are not authorized to sign legal agreements on behalf of your institution, select “I am not authorized to sign legal agreements for my institution”.

See example opposite

a) Enter the name, job title and email address of the individual who is authorized to sign agreements.
b) An email will be sent to the individual you identify in your application. This email contains a link and instructions for completing the legal agreement.

Your registration application will be placed **on hold until the legal agreement is completed** by the designated individual.

You will receive an email regarding your pending registration application.
Information you shall receive from Oracle following your registration:

You are also copied on the email, which will be sent to the person who is legally designated to sign the agreement and will also be copied on agreement email reminders.

Note:
The individual identified as authorized to sign legal agreements will receive two emails, one with the agreement link and a separate email with a unique pass code to access the agreement. See examples opposite.

Note:
your institution will have sixty days to complete the agreement. After sixty days your application will expire.
Legal signing authority data is auto-populated into the page from the application. The legal signing authority must review the agreement, select the “I accept” box and click “Submit”.

As soon as your legal signing authority has accepted the Oracle Academy Legal Agreement, you will receive an email confirmation that your order will be processed.

1.3 Check the Agreement Status
You may check the status of the agreement by returning to the Oracle Academy website academy.oracle.com, clicking any of the “Join” links, signing in to your Oracle Account and clicking on the “View Agreement Status” button.

1.4 Edit the legal signing authority information entered previously:
   a) Go to academy.oracle.com
   b) Click the “Join” link and sign in to your Oracle Account
   c) Click on the “Agreement Status” button
   d) Update the information and click “Submit”.

The new designated legal signing authority will receive the emails in order to accept the Legal Agreement.
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