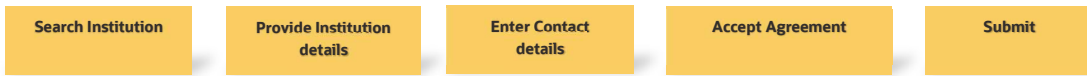


# Oracle Academy Institutional Membership Registration Quick Guide

To register your institution is easy and consists of only a few steps:



- In order to register your institution for Oracle Academy membership:
  - you must be employed by your institution as a **faculty member or administrator** and
  - you must have an **Oracle Account**.
- During the registration process the **Oracle Academy Institution Membership Agreement** is to be accepted by a person who is authorized to accept legal terms on behalf of your institution (legal signing authority).

All Oracle Academy membership applications are reviewed and validated by Oracle to ensure:

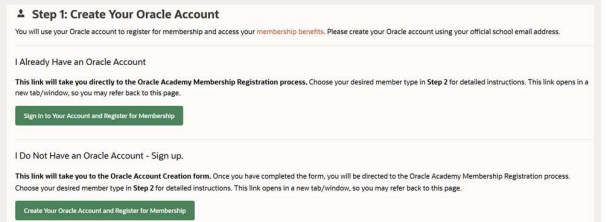
- The institution is eligible for membership
- The faculty member applying for membership is employed by the institution

Any applications deemed to be fraudulent will be rejected by Oracle Academy and may be forwarded to the appropriate legal authorities for further investigation.

- Go to <https://academy.oracle.com>.
- Click the menu icon next to the Oracle Academy logo at the top.
- Then click **“Join Now”**.



- On the next page scroll to **“Step 1: Create Your Oracle Account”**:
- Click **“I Already Have an Oracle Account”**.
- Click the button **“Sign In to Your Account and Register for Membership”**.



(If you do *not* have an Oracle Account, click **“I Do Not Have an Oracle Account – Sign up”**. Then click the button **“Create Your Oracle Account and Register for Membership”** and follow the instructions.

Once your Oracle Account is created you can proceed with Oracle Academy membership registration.)

- On the Sign In page enter your username and password.
- Click **“Sign In”**.

- On the next screen select your preferred language at the top for Oracle Store communications.
- Choose your country from the dropdown-list.
- Enter the name of your institution (or city or zip code).
- Click **“Search”**.

- From the results list click on your institution.  
(If your institution’s name was *not* found in the search results, click on the **“add your institution”** link.)

- Enter the required data in the institution details section and on the contact information page.

- Review the Oracle Academy membership agreement. You can download the agreement if you would like to retain a copy.
  - Accept the agreement
  - If you are not authorized to sign legal agreements for your institution you will be prompted to enter the job title and email address of the legal signing authority.
- **Submit** your Oracle Academy membership registration.

#### Shipping Address

Enter a shipping address (optional)

Enter the address where you receive shipments if different from your institution's address.

#### Oracle Academy Institution Membership Agreement

The Oracle Academy Institutional Membership Agreement provides the legal terms and conditions that apply to your institution's Oracle Academy membership. This agreement must be reviewed and accepted by an individual who is authorized to enter into legal agreements on behalf of your institution.

Oracle Academy Agreement

- I am authorized to sign legal agreements for my institution.
- I am not authorized to sign legal agreements for my institution.

- I accept the Oracle Academy Membership Agreement.
- I do not accept the Oracle Academy Membership Agreement.

**Note:** If the agreement is not accepted, your institution's membership application will be cancelled.

Submit Registration

Delete Enrollment

- You will then see a summary of your membership application along with the status.
- Your application will be reviewed by Oracle Academy.

Oracle Academy Faculty Faculty

Saved Enrollment

#### Oracle Academy Membership Application

Your Oracle Academy membership application is in progress. You can take the following actions:

- View the status of your application
- Change your job title
- View the Oracle Academy Membership Agreement

##### Membership Details

To edit your name or email address, please sign into your [Oracle Account Profile](#).

First Name  
Faculty

Last Name  
Faculty

Email Address  
FACULTYS@ACADEMY.EDU

Job Title  
Faculty

Oracle Academy Agreement

Save Changes

##### Institution Details

Josef Wolf Technisches College

Address:  
Alkainstr 1  
Trier, 54292  
Phone number: 49-631 778866

Status:  
In Progress

Submission:  
Order processing

Once your application has been accepted and processed, you will receive a **“Welcome Email”**. This means your membership is active and you may now sign in to the Oracle Academy Member Hub to access your membership benefits.

## CONNECT WITH US

Join Oracle Academy today and access all the benefits of Institutional membership. Learn more about Oracle Academy Institutional membership benefits and full legal information at [academy.oracle.com/membership](https://academy.oracle.com/membership).

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