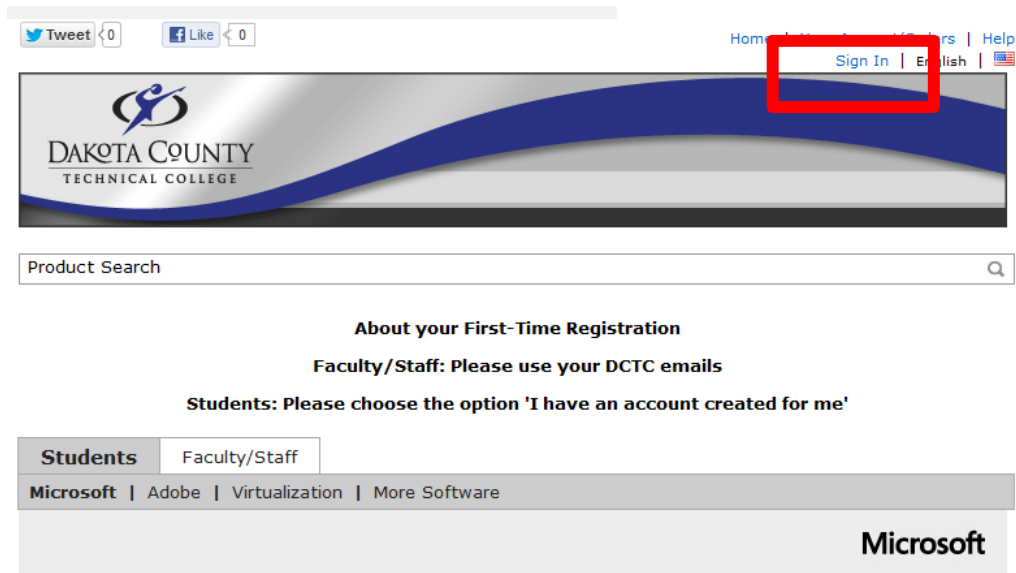


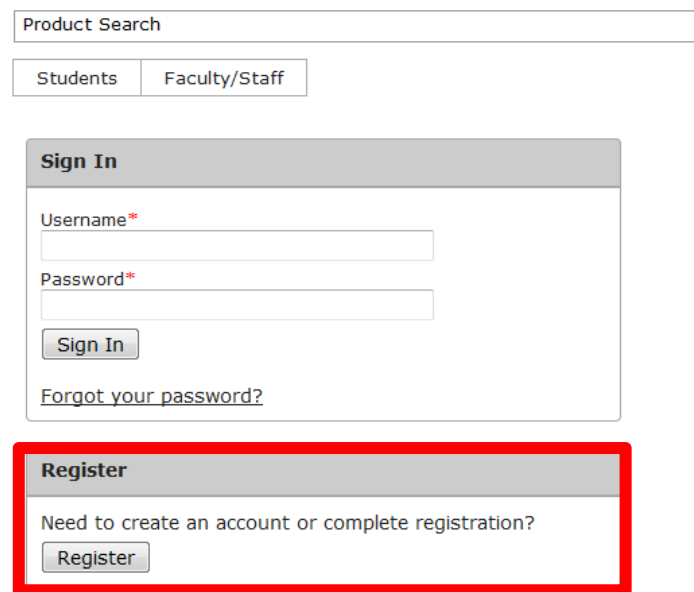
First-time Users of E-Academy site:

On the homepage, click on Sign In (Upper Right)



The screenshot shows the homepage of Dakota County Technical College. At the top right, there are navigation links for 'Home', 'About Us', 'Contact Us', 'Sign In', 'English', and 'Help'. The 'Sign In' link is highlighted with a red box. Below the navigation bar is a search bar labeled 'Product Search'. The main content area features a heading 'About your First-Time Registration' with instructions for Faculty/Staff and Students. There are tabs for 'Students' and 'Faculty/Staff', with 'Students' selected. Below the tabs are links for 'Microsoft', 'Adobe', 'Virtualization', and 'More Software'. A 'Microsoft' logo is visible in the bottom right corner.

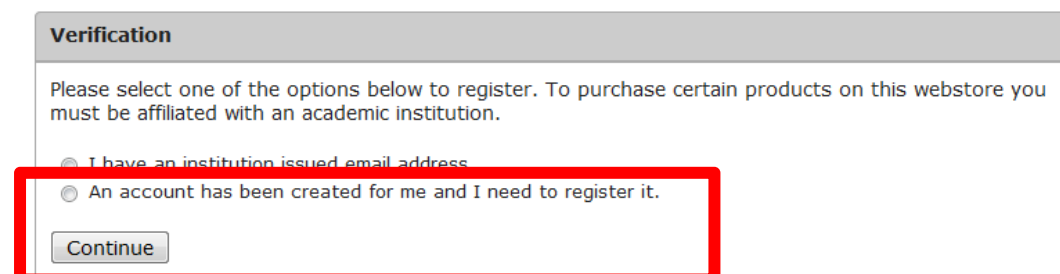
Then on the Sign In/Register Screen – Click the Register button:



The screenshot shows the Sign In/Register screen. At the top is a 'Product Search' bar. Below it are tabs for 'Students' and 'Faculty/Staff'. The 'Sign In' section contains a 'Username*' field, a 'Password*' field, a 'Sign In' button, and a 'Forgot your password?' link. The 'Register' section is highlighted with a red box and contains the text 'Need to create an account or complete registration?' and a 'Register' button.

On the Verification Screen, choose **An account has been created for me and I need to register it**

Then click the Continue button



The screenshot shows the Verification screen. It has a heading 'Verification' and a paragraph: 'Please select one of the options below to register. To purchase certain products on this webstore you must be affiliated with an academic institution.' There are two radio button options: 'I have an institution issued email address' and 'An account has been created for me and I need to register it.' The second option is selected and highlighted with a red box. Below the options is a 'Continue' button, also highlighted with a red box.

On the Verify Account screen, your username is the email address you have in your student record with DCTC and click the Continue button.

Verify Account

To complete your registration, an administrator must first have created an account for you. Please enter your account identifier below.

Username* [Request an account or support](#)

If you are unsure what email address we currently have listed for you, you can sign into e-services, click on Account Management, then choose Demographic Information, and at the bottom of that screen is the email address that you provided DCTC at registration.

After you click Continue, you will get a message sent to that email that gives instructions for completing the registration process.

- An email message has been sent to verify this email address. Follow the instructions in the message to continue with registration.

After you complete the registration process, you are a verified student and able to purchase software at the discounted academic rate from E-Academy.