ORACLE® ACADEMY

Create Faculty Membership Account

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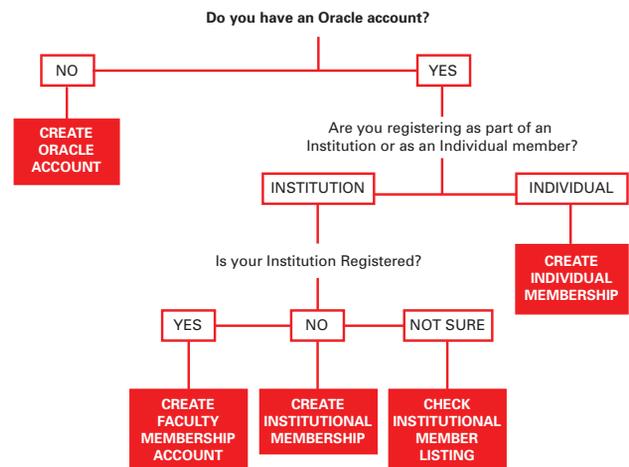
Before you start

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

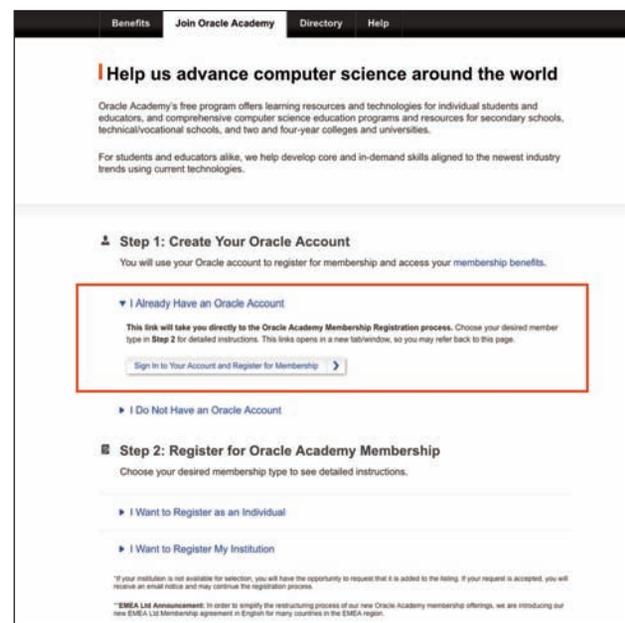**Do you have an Oracle account?**

NO → CREATE ORACLE ACCOUNT

YES → Are you registering as part of an Institution or as an Individual member?

INSTITUTION | INDIVIDUAL

INDIVIDUAL → CREATE INDIVIDUAL MEMBERSHIP

Is your Institution Registered?

YES | NO | NOT SURE

YES → CREATE FACULTY MEMBERSHIP ACCOUNT

NO → CREATE INSTITUTIONAL MEMBERSHIP

NOT SURE → CHECK INSTITUTIONAL MEMBER LISTING

Stage 1: Start Registration Process

1. Go to https://academy.oracle.com

2. From the upper menu click "Membership" and then "**Join Oracle Academy**". *See example below.*
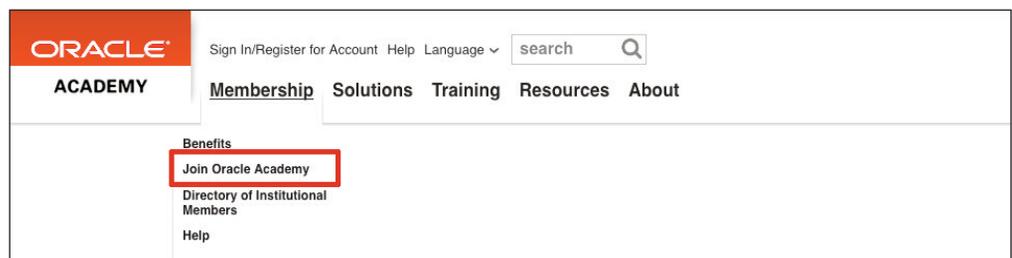
3. The following screen appears, see example opposite: Click, 'I Already Have an Oracle Account', then click "**Sign in to Your Account and Register for Membership**". *See example opposite.*


The next screen is the Oracle Sign In page. Example opposite.

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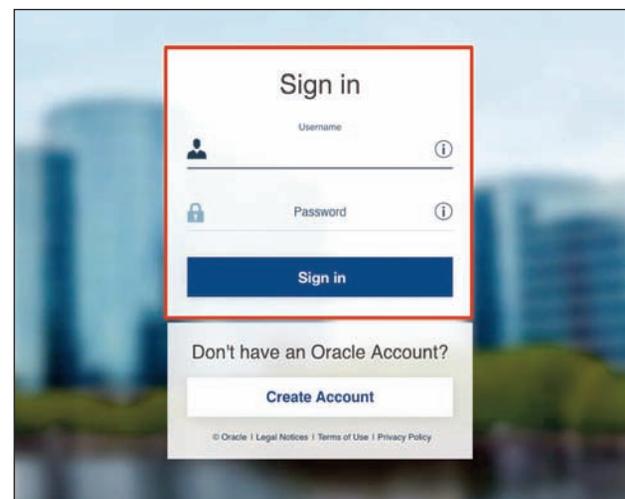
5. If you have identified that your Institution is already an Oracle Academy member, start the Faculty registration process and click "**Register My Institution**".
See example opposite.

   NOTE: You will not be registering your institution, but this is the entry point for the "Create Faculty Membership Account" process.
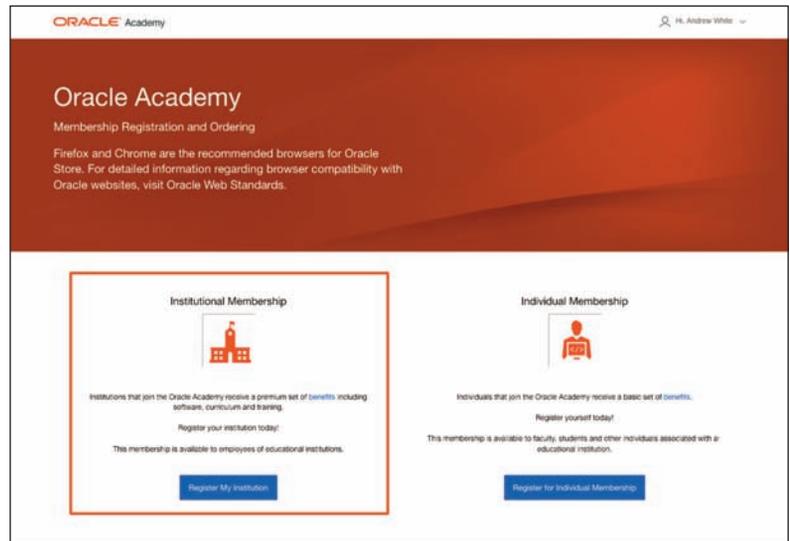

6. Select your country from the "**Search by Country**" drop down menu. Enter your institution's name and click "**Search**".
See example opposite.

   If you would like to search all institution data available within a country, enter a percentage sign (%) in the search field.
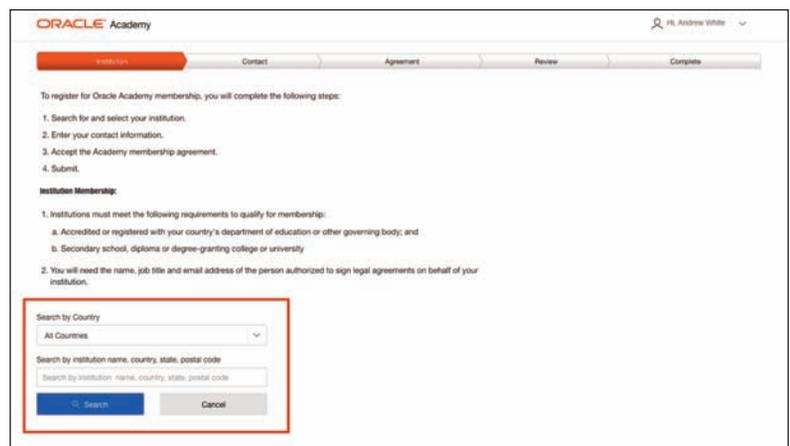
7. Click on your institution's name with the corresponding institution address (for accuracy) in the list of search results.
See example opposite.

   Note: Many institutions have similar names but may be in different cities, states or countries.
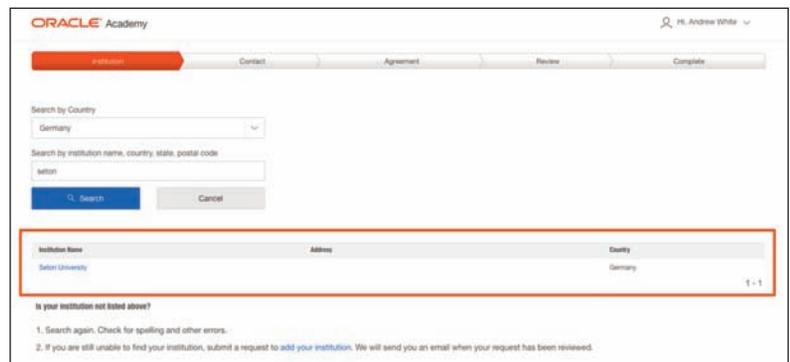
Please review your selection to ensure you are selecting your institution.

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.

## 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.
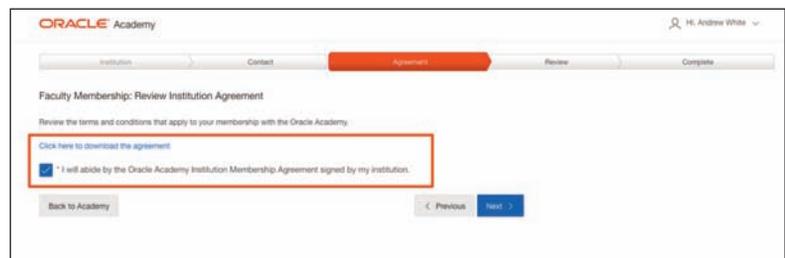
2. Click "**Next**" to continue.

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.
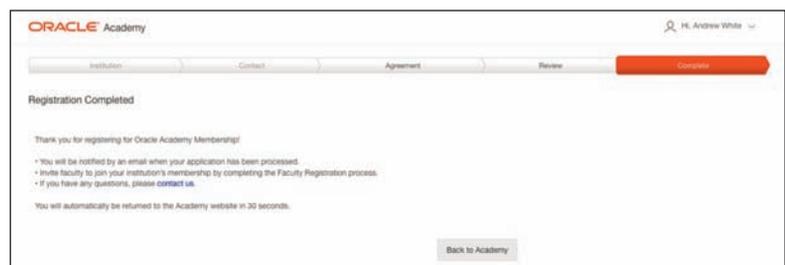
Stage 3. Registration Confirmation and Welcome Email

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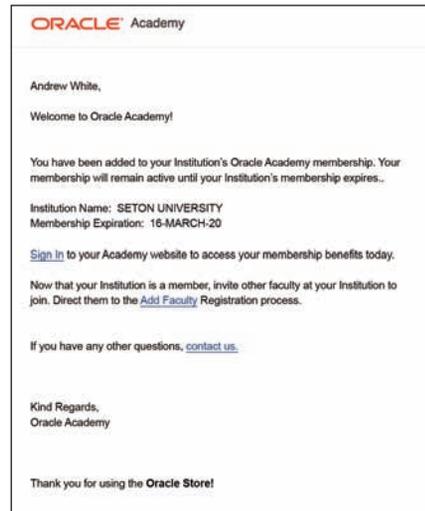
When you receive the welcome email, this means your Faculty Membership is active. You may sign into the Oracle Academy **members** website to access your membership benefits, enrol in training events, etc. *See example opposite and below.*
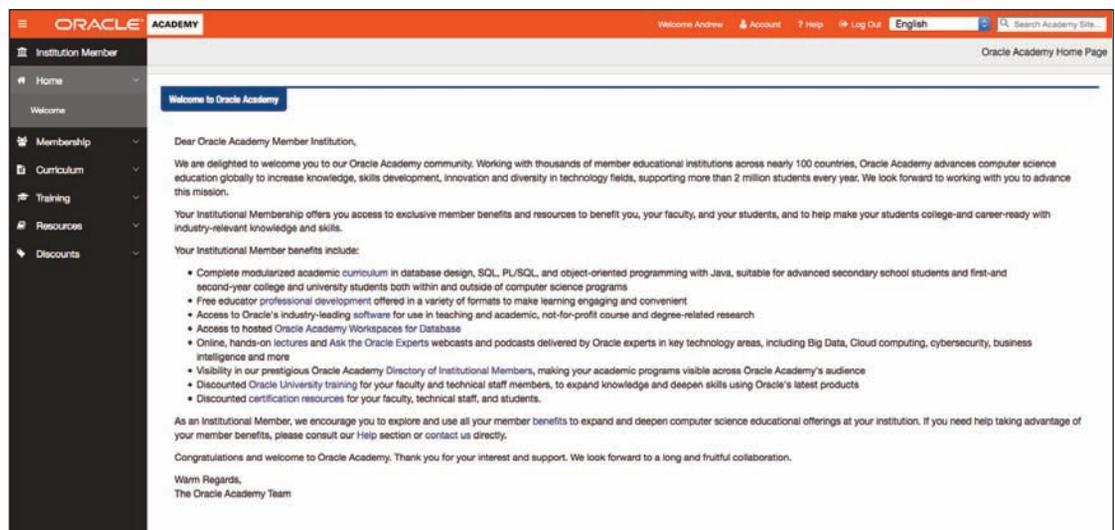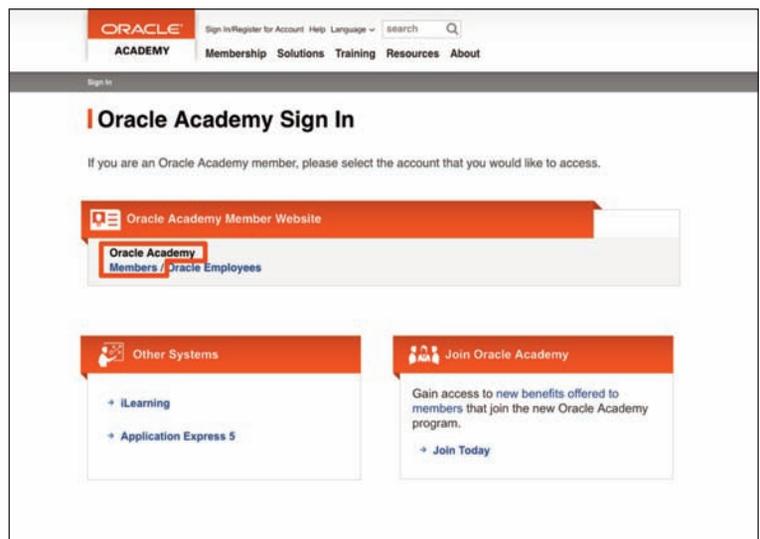
Contact us

If you have any questions regarding the online registration process, email academy_ww@oracle.com.

For Academy help and FAQ go to:
https://academy.oracle.com/en/about-help.html

For help with your Oracle Account go to:
http://www.oracle.com/us/corporate/contact/help/index.html

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