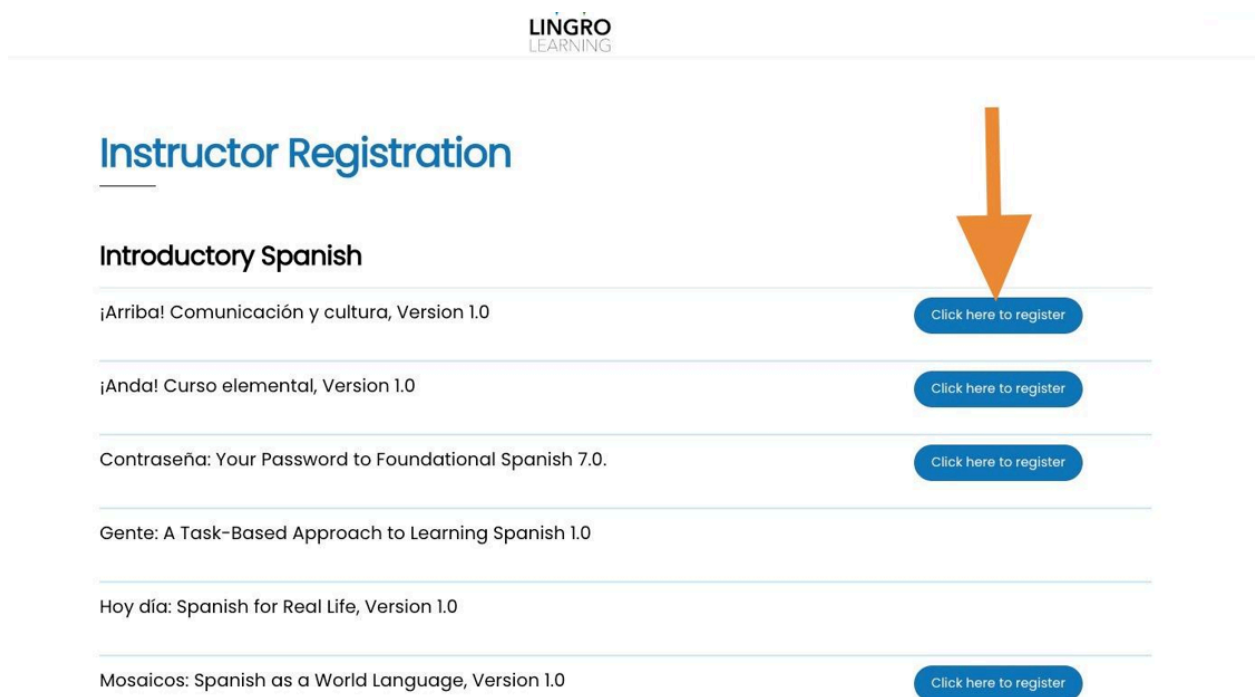


Creating a LingroHub account (new users) and adding a course (new and returning users)

1. Navigate to www.lingrolearning.com
2. In the top navigation bar, click on **Register**, then select **Instructor**.



3. You will see a list of titles and courses offered. Next to the course you would like to add, click "**Click here to register**".



4. For **NEW** users: In the new window, complete the form with the requested information. (**RETURNING** users can skip to step 5.)

Be sure to:

- Use your institution email.
- Create a password of at least 8 characters including: a lowercase letter, an uppercase letter, a number, and a special character.
- Check the 3 boxes to certify that you are an educator, to indicate you are not a robot, and to confirm that you have read and accept the terms of use and privacy policy.

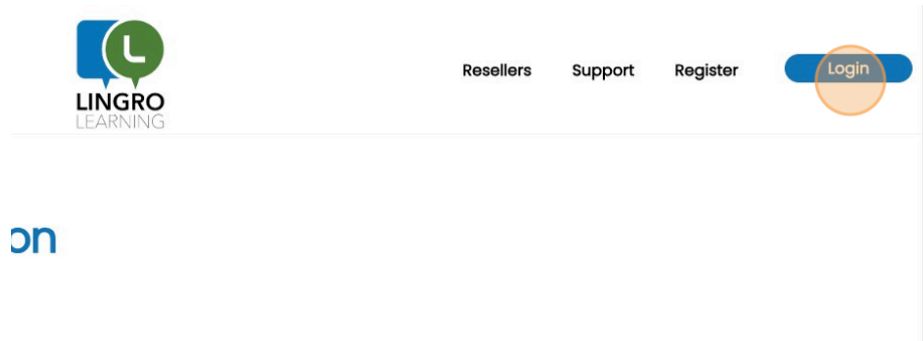
Once you are done, click **REGISTER** at the bottom of the window.

The screenshot shows the 'Register with LingroHub' form. On the left, there is a welcome message and instructions. The main form area contains several input fields: 'First Name', 'Last Name', 'Email' (with a note 'email will be your username'), 'Phone', 'Password', 'Confirm password', and 'Institution'. Below these fields are three checkboxes: 'I am certifying that I am an educator...', 'I'm not a robot' (with a reCAPTCHA icon), and 'I have read and accept the terms of use and privacy policy'. A 'REGISTER' button is located at the bottom right. Orange arrows point from the text above to the 'Email' field, the 'I am certifying...' checkbox, the 'I'm not a robot' checkbox, and the 'REGISTER' button.

5. For **RETURNING** users, do NOT fill out the form. Simply click **LOGIN WITH EXISTING ACCOUNT**. You will see the course you added in your profile.

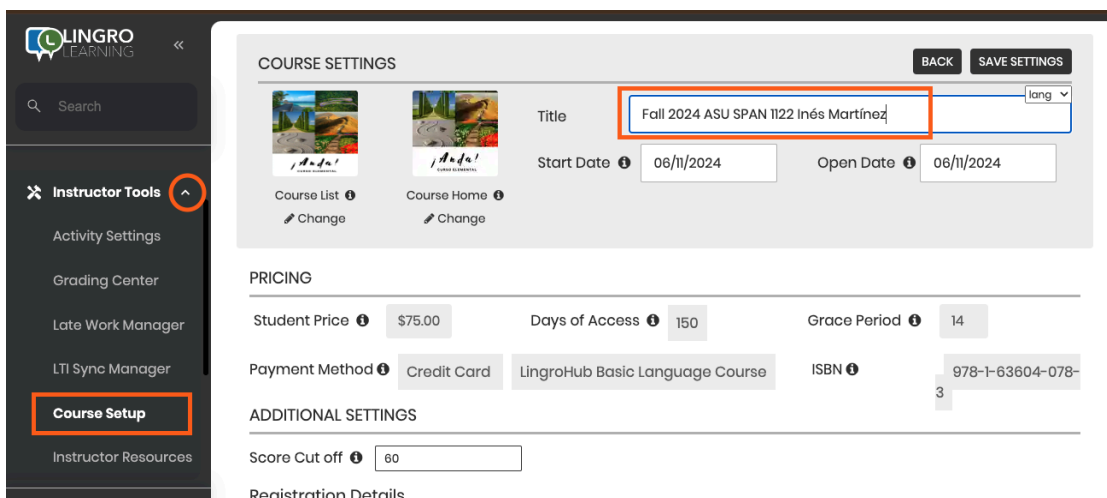
This screenshot is identical to the one above, but the 'LOGIN WITH EXISTING ACCOUNT' button at the top right is highlighted with an orange border, indicating that returning users should click this button instead of filling out the form.

6. For **NEW** users: To log into your newly created account, go back to www.lingrolearning.com and click **Login**, enter your name and password, and you will see the course you added in your profile.



7. If you are teaching a standalone course, rename your course.:

- Re-name your course to include **Term, Institution name, Course name, & Instructor name**. Once inside your course, click on *Instructor Tools* in the left navigation menu. Scroll down and click on *Course Setup*. In the *Title* box, type your new course name. (e.g. Fall 2024 ASU SPAN 1122 Inés Martínez)



NOTE: If your course is part of a coordinated program, please reach out to your program coordinator for course section information.

NOTE: If you are a Program coordinator and you are interested in using Program Management tools to create course sections, please contact courses@lingrolearning.com for assistance.

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