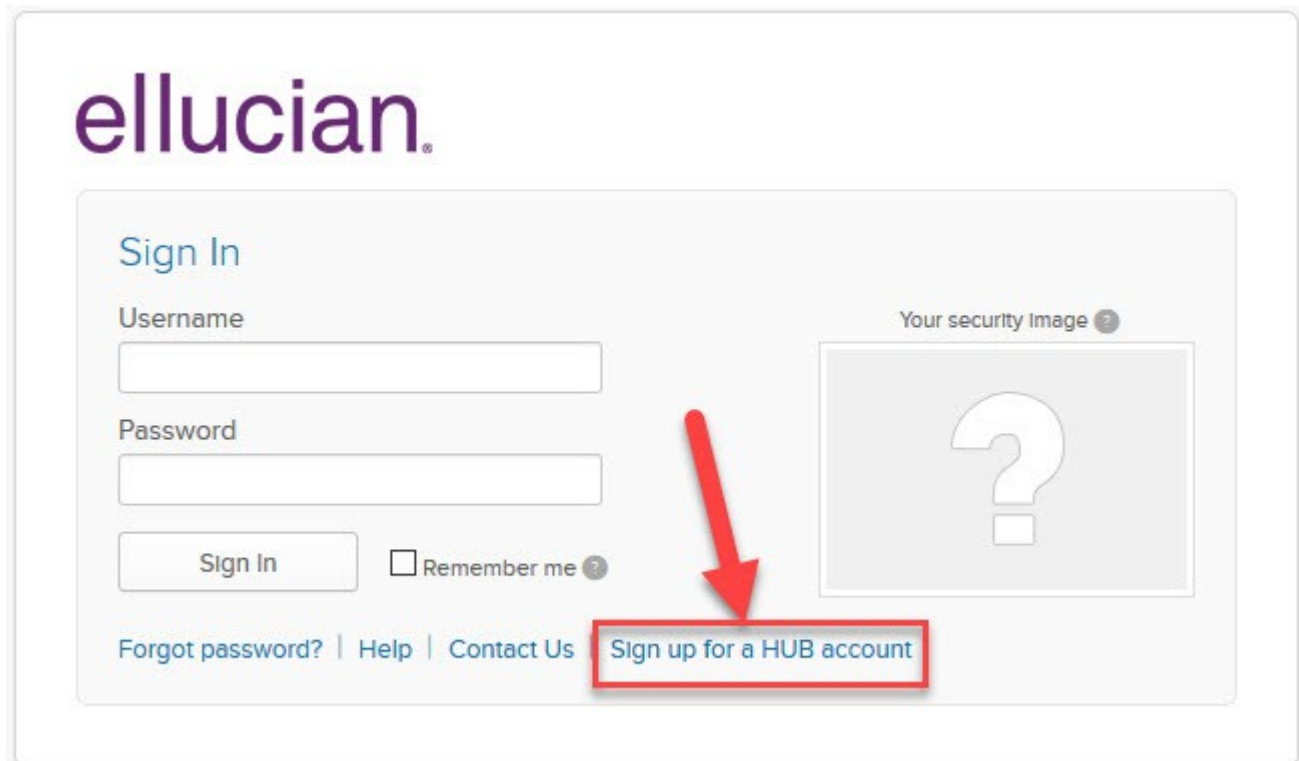


How to Sign Up for an Ellucian Hub Account:

First, click on the Ellucian icon to start the program, or go to: <https://ellucian.okta.com>.



Next, click on “Sign up for a HUB account” to begin creating an account.

A screenshot of the Ellucian login page. The page features the 'ellucian.' logo in purple at the top left. Below the logo is a 'Sign In' section with a 'Username' field, a 'Password' field, a 'Sign In' button, and a 'Remember me' checkbox. To the right of the password field is a 'Your security image' placeholder with a question mark. At the bottom of the page, there are links for 'Forgot password?', 'Help', 'Contact Us', and 'Sign up for a HUB account'. A red arrow points from the 'Sign up for a HUB account' link to the 'Sign up for a HUB account' link, which is also enclosed in a red rectangular box.

To begin, enter your OTC email address , then confirm the email. Type the text into the box, and click the “Submit button” to continue creating your profile.

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Ellucian Hub Registration

To request a login, please enter the e-mail address provided to you by your institution.

1

Enter Email Address

2

Confirm Email Address

3



Type the text

[Privacy & Terms](#)

4

Submit

Access to the Ellucian Hub is limited to employees at institutions on an active maintenance agreement supported by Ellucian.

Next, fill out the boxes with the appropriate information.

1. The organization you work for
2. User name
3. Salutations (i.e. Ms. Mr. Miss)
4. First and last name
5. Telephone number
6. The department you work for and your position
7. Title
8. And if you are a contractor. Then click the “ Submit Registration” button.

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Ellucian Hub Registration

Enter your registration details:

Organization

Email

User Name **Choose a user name.**

Salutation

First Name

Last Name

Phone
Type "x" to denote an extension

Job / Role

Title

Are you a Contractor?

Submit Registration

Agree to the Terms and Conditions.

TERMS OF USE AND DISCLAIMERS

Welcome to Ellucian Hub created and operated by Ellucian Inc. and its affiliates (collectively "Ellucian"). The purpose of Ellucian Hub is to provide Ellucian clients, clients of Ellucian's authorized distributors and interested client constituents access to a broad spectrum of information about Ellucian, as well as providing an interactive platform.

Please read these Terms of Use carefully as they constitute binding legal terms. By using Ellucian Hub you are agreeing to be bound by these Terms of Use, and you accept these Terms of Use without limitation or qualification. Further, if you are accessing Ellucian Hub on behalf of an institution where you are enrolled as a student, your employer, or as a consultant or agent of a third party, you represent and warrant that you have the authority to act on behalf of and bind your institution, employer or other third party (collectively, your "Institution") to these Terms of Use. If you do not agree to all of the Terms of Use, you must immediately discontinue your access to Ellucian Hub, and you are not authorized to access or use Ellucian Hub in any manner.

1. General

Ellucian reserves the right to make changes to these Terms of Use and to modify, change or discontinue Ellucian Hub at any time. Ellucian may notify you of any changes to these Terms of Use when you visit Ellucian Hub, via email, via our website, or via other means.

Then you will get and notification that your registration request has been submitted.

ellucian.

Ellucian Hub Registration

Your registration request has been submitted!

It may take up to 5 business days to process your request. Once your registration has been verified, an email containing an activation link will be sent to you from "noreply@okta.com". Please make sure that this email will not be blocked or sent to your spam folder.

Important: Your registration will not be completed until you click on the activation link and follow the instructions to complete the registration process. The activation link will expire in 7 days after being sent.

Please visit our [FAQ page](#) which offers solutions to common problems you may experience. If you require further assistance, please [contact us](#) directly.

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Once your request has been approved, this email will be sent. Click on the link provided to finish setting up your account.

Ellucian is using a single sign-on solution, the Ellucian Hub, to manage end-user access to our client facing web applications. This means that our clients will be able to conveniently access all Ellucian web applications through a single, secure home page.



To finish up your account

1. Create a password
2. Confirm password
3. Select a question
4. Answer the question
5. Select a Security image
6. Click on "Create my account"

Welcome to Ellucian, Emily!
Create your Ellucian account

1 Enter new password
Your password must have at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username.

2 Repeat new password

3 Choose a forgot password question
What is the food you least liked as a child?

4 Answer

5 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

An orange arrow points to the "Create My Account" button.

Now you can locate information, submit community questions, share best practices, engage with peers, and resolve issues quickly and efficiently with Ellucian.

