Set up an Ellucian Web Account

1. Select the following link to request an Ellucian account:
   https://clientapps.ellucian.com/SignUp
2. Enter your Jackson State University email address in the two "Email address" fields.
3. Click on the **I'm not a robot** check box and then click on the **Submit** button.
4. On the *Registration details* dialog box, enter the requested information and click on the **Submit Registration** button.
5. On the *Terms of Agreement*... dialog box, review as deemed necessary and then click on the **I Agree** button.
6. An email will be sent to you confirming your registration submission. It may take up to five days for your registration to process, although it is typically far less.
7. After your registration is approved, you will receive an email from noreply@okta.com. You will have seven days to click the link in the email to activate your Ellucian HUB account.
8. Upon clicking the link, you will be taken to an account completion page to fill in password preference and additional details for your Ellucian Hub profile. Once profile setup is complete, you will be able to login to the Ellucian Hub website.

Access Training Videos on the Ellucian Website

1. This section assumes you have already set up an Ellucian web account. If you have not yet completed this task, please see above to Set up and Ellucian web account.:
2. Select the following link to navigate to the Ellucian login page:
   https://ellucian.okta.com
3. Log in with your previously established credentials.
4. On the *Ellucian Customer Center* home page, click on the **Resources** menu option in the upper left corner of the screen.
5. On the *Ellucian Resources* page, in the *Knowledge* column, click on the **On-Demand Training** link.
6. On the *Ellucian Training* page, use your mouse pointer to highlight the **On-Demand Training** menu option and select **BANNER** from the drop-down menu options.
7. To view the *Banner 9 Overview and Navigation* course, click on the **view course** button.
8. To launch the video, click on the **START** button in the lower right corner of the page