Creating an Account

2. Select Sign-up.
3. Choose Professor.
4. From the drop-down menu, select Loyola University Chicago.
5. Select Next.
6. Complete the Account Information Form by typing in your
   a. Name, Loyola email address,
   b. And a password specific to Top Hat.
7. Select Next.
8. Complete the **Course Form** by entering a **Course Name**.
9. Select **Next**.
10. Enter in your Top Hat account.
Creating Additional Courses

1. From within the Top Hat main page.
2. Select **Create a Course**.

![Create a Course](image)

3. Enter a **Course Title**.
4. Select **OK**, automatically entering the new course.

![Create Course](image)

5. To return to the main page, select the **back arrow**.

![Back Arrow](image)