Creating an Account

1. From the Top Hat web page, select Sign-up and choose Student.

2. Select Loyola University Chicago from the drop-down menu and then select Next.

3. Complete the Account Information form by entering:
   a. Your First and Last Name
   b. Loyola Email address
   c. Create a Top Hat Specific username and password
Creating an Account as a Student

4. In the Setup Gradebook form, enter your **Loyola UVID** and select **Next**.
5. If wishing to answer through **text message**, provide a phone number or select **Skip, I don’t want to use my phone**.
6. Enter the class code provided by an instructor and select **Enroll**.
   a. A list of courses will appear, select **Enroll** to join that specific class.
   b. If you do not have code, select **Skip this step** as this information can be entered later.
7. Choose the subscription period for which you wish to purchase and select **Buy Now**.

8. Select **Go to my Lobby** to enter your Top Hat account.