1. Go to Tophat.com, click on Sign-up and then Student.

2. Either enter the Join Code provided by an instructor OR type in Loyola University Chicago, then click Next.
3. Complete the **Account Information** form by entering your **First Name**, **Last Name**, **Loyola Email address**, **Username** and **Password**. Agree to the terms and conditions and then click **Next**.

4. For the **Setup Gradebook** form, enter your **Loyola UVID** and click **Next**.
5. Enter the class code provided by your instructor and click **Enroll**. If you do not have a code, click **Skip this step** as you will be able to enter the code later.

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