

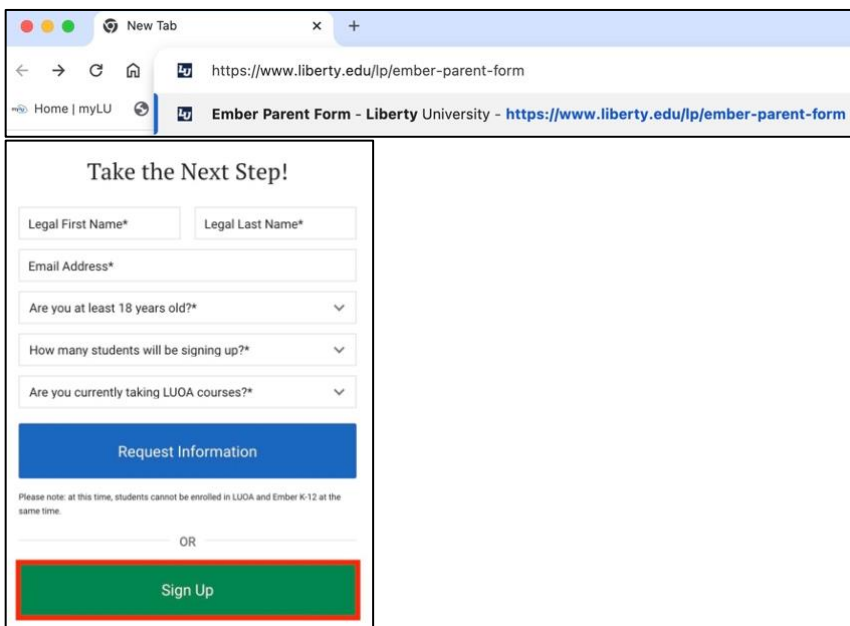
How to Sign Up for Ember as a Parent

Introduction

This document lists the steps for the **Ember Parent Sing-Up** process.

Parent Information form

1. To begin, navigate to [Liberty.edu/lp/ember-parent-form](https://www.liberty.edu/lp/ember-parent-form) and click **Sign Up**.

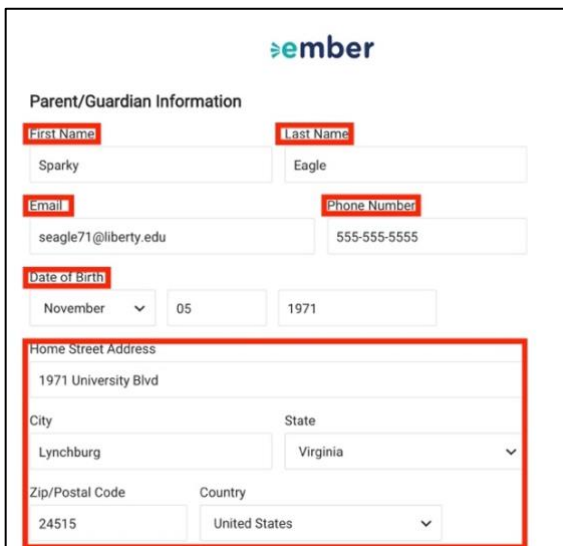


The screenshot shows a web browser window with the URL <https://www.liberty.edu/lp/ember-parent-form>. The form is titled "Take the Next Step!" and contains the following fields:

- Legal First Name*
- Legal Last Name*
- Email Address*
- Are you at least 18 years old?*
- How many students will be signing up?*
- Are you currently taking LUOA courses?*

Below these fields is a blue button labeled "Request Information". Below that is a green button labeled "Sign Up", which is highlighted with a red border. A note at the bottom states: "Please note: at this time, students cannot be enrolled in LUOA and Ember K-12 at the same time."

2. Fill out the form by entering your legal **First** and **Last Name**, **Email Address**, **Phone Number**, **Date of Birth**, and **Home Address**.



The screenshot shows the "Parent/Guardian Information" form with the following sample data:

- First Name:** Sparky
- Last Name:** Eagle
- Email:** seagle71@liberty.edu
- Phone Number:** 555-555-5555
- Date of Birth:** November 05, 1971
- Home Street Address:** 1971 University Blvd
- City:** Lynchburg
- State:** Virginia
- Zip/Postal Code:** 24515
- Country:** United States

The "Home Address" section, including the street address, city, state, zip code, and country, is highlighted with a red border.

3. Select **Yes** or **No** to indicate whether any of your students are currently enrolled in any LUOA courses.

Are any of your students currently taking any LUOA courses?

☐ Yes

☒ No

***Note: Students are unable to take Ember and LUOA courses simultaneously. If you have any questions, please reach out to LUOACurrentStudents@Liberty.edu.**

4. After filling out all fields, click **Add Student(s)**.

Are any of your students currently taking any LUOA courses?

☐ Yes

☒ No

Add Student(s) >

Adding Student Information

5. Enter the student's **First** and **Last Name**, **Email Address**, and **Phone Number**. If the student does not have their own email address or phone number, use the same information entered in the Parent Information form.

ember

< Previous

Student Information

Student #1

First Name Last Name

Sally Eagle

Email Phone Number

seagle71@liberty.edu 555-555-5555

6. Enter the student's **Date of Birth**.

Date of Birth

February 02 2008

7. In the **Home** Address field, select the **Same address as the parent/guardian** or **Different address** options and enter the student's address.

Home Street Address

☒ Same address as the parent/guardian

☐ Different address

[+ Add another student](#)

8. If you have multiple students, click **Add another student** and fill out their information.

Home Street Address

☒ Same address as the parent/guardian

☐ Different address

[+ Add another student](#)

Student #2 [Remove](#)

First Name Last Name

Email Phone Number

Date of Birth

Home Street Address

☒ Same address as the parent/guardian

☐ Different address

9. Once you've added your student(s), click **Review**.

Home Street Address

☒ Same address as the parent/guardian

☐ Different address

[+ Add another student](#)

[Review >](#)

Reviewing Sign-Up Information

10. Review that all the information entered is correct. If any information needs to be updated, click **Edit** and make corrections as needed.



Review

Parent/Guardian 

Sparky Eagle

Email	Phone Number	Date of Birth
seagle71@liberty.edu	555-555-5555	11/05/1971

Home Street Address
1971 University Blvd
Lynchburg, VA 24515
US

Students 

Junior Eagle (Student #1)

Email	Phone Number	Date of Birth
jeagle95@liberty.edu	555-555-5555	10/01/2010

Home Address
Same as Parent/Guardian

Golden Eagle (Student #2)

Email	Phone Number	Date of Birth
geagle100@liberty.edu	555-555-5555	03/10/2013

Home Address
Same as Parent/Guardian

11. Once you've confirmed all information is correct, review the **Terms of Service**. To move forward, check the **I agree to the Terms of Service** and click **Submit**.

☒ I agree to the Terms of Service

Submit

Sign-Up Next Steps

12. The confirmation page will display confirming that you have successfully applied for **Ember**, as well as providing links to claim the **Parent/Guardian** and **Student** accounts.

The screenshot shows the Ember confirmation page. At the top, it says "Sign up complete. Here are your next steps:". Below this, there is a section titled "Ready to Claim" for the Parent/Guardian account, listing "Sparky Eagle (Parent)" with a date of "11/05/1971" and a "Claim Account" button. Another section titled "Ready to Claim" for Student(s) accounts lists "Junior Eagle (Child #1)" with a date of "10/01/2010" and a "Claim Account" button. Red boxes highlight the "Parent/Guardian" and "Student(s)" headers, and red arrows point from these headers to their respective "Claim Account" buttons. At the bottom, there is a section titled "Additional Time Needed to Review Account" with a date of "03/10/2013".

Sign up complete. Here are your next steps:

Claim your parent and student(s) accounts. Leave this window open as you will return here to claim all accounts in the "Ready to Claim" section below.

Claiming your accounts will allow you access to the curriculum. Below you'll find the claim account status for you and your student(s).

Parent/Guardian

Ready to Claim

Sparky Eagle (Parent)	11/05/1971	Claim Account
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Student(s)

Ready to Claim

Junior Eagle (Child #1)	10/01/2010	Claim Account
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Additional Time Needed to Review Account

You should receive an email within the next business day when your account is available.

Golden Eagle (Child #2)	03/10/2013
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Have Questions?
ember@liberty.edu

13. If the application needs further review, it will appear in the **Additional Time Needed to Review Account** section.

This screenshot is identical to the previous one, but with a red box highlighting the "Additional Time Needed to Review Account" section, which includes the text "You should receive an email within the next business day when your account is available." and a table with one entry: "Golden Eagle (Child #2)" with a date of "03/10/2013".

Sign up complete. Here are your next steps:

Claim your parent and student(s) accounts. Leave this window open as you will return here to claim all accounts in the "Ready to Claim" section below.

Claiming your accounts will allow you access to the curriculum. Below you'll find the claim account status for you and your student(s).

Parent/Guardian

Ready to Claim

Sparky Eagle (Parent)	11/05/1971	Claim Account
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Student(s)

Ready to Claim

Junior Eagle (Child #1)	10/01/2010	Claim Account
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Additional Time Needed to Review Account

You should receive an email within the next business day when your account is available.

Golden Eagle (Child #2)	03/10/2013
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Have Questions?
ember@liberty.edu

14. If an active account is found, it will appear in the **Active Account Located** section.

Claim your parent and student(s) accounts. Leave this window open as you will return here to claim all accounts in the "Ready to Claim" section below.

Claiming your accounts will allow you access to the curriculum. Below you'll find the claim account status for you and your student(s).

Parent/Guardian

Active Account Located

Once all of your accounts are claimed, you'll be able to start selecting your courses using your Liberty University credentials.

Sparky Eagle (Parent)	01/01/1971	sparkyeagle@liberty.edu
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Student(s)

Active Account Located

Once all of your accounts are claimed, you'll be able to start selecting your courses using your Liberty University credentials.

Sparky Jr. Eagle (Child #1)	01/02/2008	sparkyeagle1@liberty.edu
Sparkina Eagle (Child #2)	01/03/2010	sparkinaeagle@liberty.edu

All of your accounts are active. Proceed to select courses in Course Selection

Select Courses ➔

15. If active accounts are found for both the **Parent/Guardian** and **Student** accounts, the claim account process can be skipped by clicking the **Select Courses** button to begin the course selection process.

Claim your parent and student(s) accounts. Leave this window open as you will return here to claim all accounts in the "Ready to Claim" section below.

Claiming your accounts will allow you access to the curriculum. Below you'll find the claim account status for you and your student(s).

Parent/Guardian

Active Account Located

Once all of your accounts are claimed, you'll be able to start selecting your courses using your Liberty University credentials.

Sparky Eagle (Parent)	01/01/1971	sparkyeagle@liberty.edu
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Student(s)

Active Account Located

Once all of your accounts are claimed, you'll be able to start selecting your courses using your Liberty University credentials.

Sparky Jr. Eagle (Child #1)	01/02/2008	sparkyeagle1@liberty.edu
Sparkina Eagle (Child #2)	01/03/2010	sparkinaeagle@liberty.edu

All of your accounts are active. Proceed to select courses in Course Selection

Select Courses ➔

16. Be sure to leave this window open since you will return to this page to claim all accounts once the sign-up has been processed.



Sign up complete. Here are your next steps:

Claim your parent and student(s) accounts. Leave this window open as you will return here to claim all accounts in the "Ready to Claim" section below.

Claiming your accounts will allow you access to the curriculum. Below you'll find the claim account status for you and your student(s).

Parent/Guardian

Active Account Located

Once all of your accounts are claimed, you'll be able to start selecting your courses using your Liberty University credentials.

Sparky Eagle (Parent)	11/05/1971	seagle71@liberty.edu
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Student(s)

Additional Time Needed to Review Account

You should receive an email within the next business day when your account is available.

Sally Eagle (Child #1)	02/08/2008
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Have Questions?
✉ ember@liberty.edu

Need Assistance?

If you have any questions or need further assistance, please reach out to Ember@Liberty.edu.