

How to Claim Your Ember Account

Introduction

This document lists the steps for the **Ember Account Claim** process. After filling out the Ember Parent or Associate application, a link to the claim account page will be sent to your email. If you did not receive a link to claim your account, please reach out to Ember@Liberty.edu.

Claiming your account

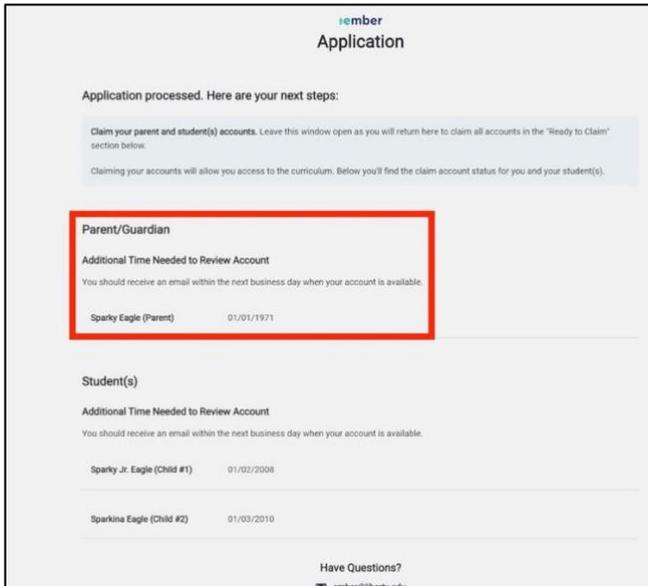
1. If your account is ready to claim, **Claim Account** links will be provided for the **Parent/Guardian** and **Student(s)** accounts.

The screenshot shows the 'ember Application' page. It states 'Application processed. Here are your next steps:' and provides instructions to claim parent and student accounts. Below this, there are two sections: 'Parent/Guardian' and 'Student(s)'. Each section has a 'Ready to Claim' status and a list of accounts with 'Claim Account' buttons. Red boxes highlight the 'Parent/Guardian' and 'Student(s)' labels, and red arrows point from these labels to the 'Claim Account' buttons for the respective accounts.

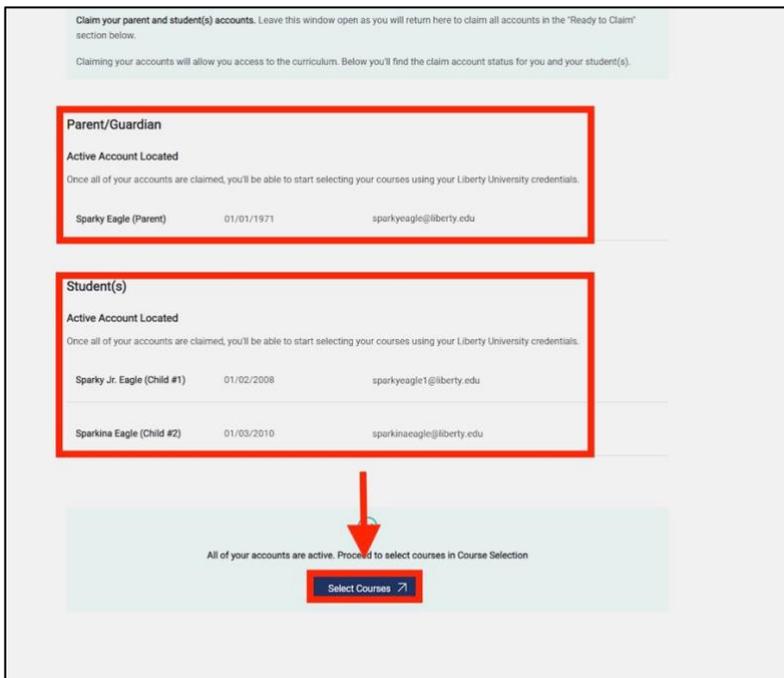
Account Type	Name	Date of Birth	Action
Parent/Guardian	Sparky Eagle (Parent)	01/01/1971	Claim Account
Student(s)	Sparky Jr. Eagle (Child #1)	01/02/2008	Claim Account
	Sparkina Eagle (Child #2)	01/03/2010	Claim Account

Have Questions?
✉ ember@liberty.edu

2. If your account needs more time to review, an email will be sent to you when your account is ready to claim.



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



* If you have not received access to claim your account, please reach out to Ember@Liberty.edu.

4. To begin, claim the **Parent/Guardian** account from the application page or the email sent.

ember
Application

Application processed. 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)	01/01/1971	Claim Account
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Student(s)

Ready to Claim

Sparky Jr. Eagle (Child #1)	01/02/2008	Claim Account
Sparkina Eagle (Child #2)	01/03/2010	Claim Account

Have Questions?
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5. The form will automatically fill in your information. Review the information on the page to confirm that it is accurate. If any of the information is incorrect or missing, please reach out to Ember@Liberty.edu.

ember

Claim Account - Ember

LU ID: L12345678

Last Name: Eagle

Date of Birth: January 01 1971

I have read the [University policy on account use](#).

[Continue >](#)

6. After confirming that the information is correct, check **I have read the University policy on account use**. Then click **Continue**.

ember

Claim Account - Ember

LU ID: L12345678 Last Name: Eagle

Date of Birth: January 01, 1971

I have read the University policy on account use.

Continue >

7. Create a password for the account. Then click **Claim Account**.

ember

Sparky Eagle

sparkyeagle1@liberty.edu

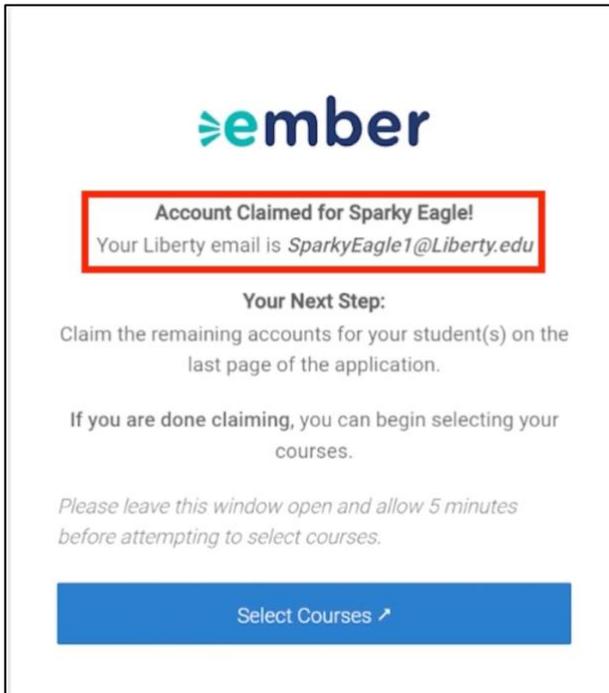
Create Password: [Red Box] Show

Password Strength: Fair

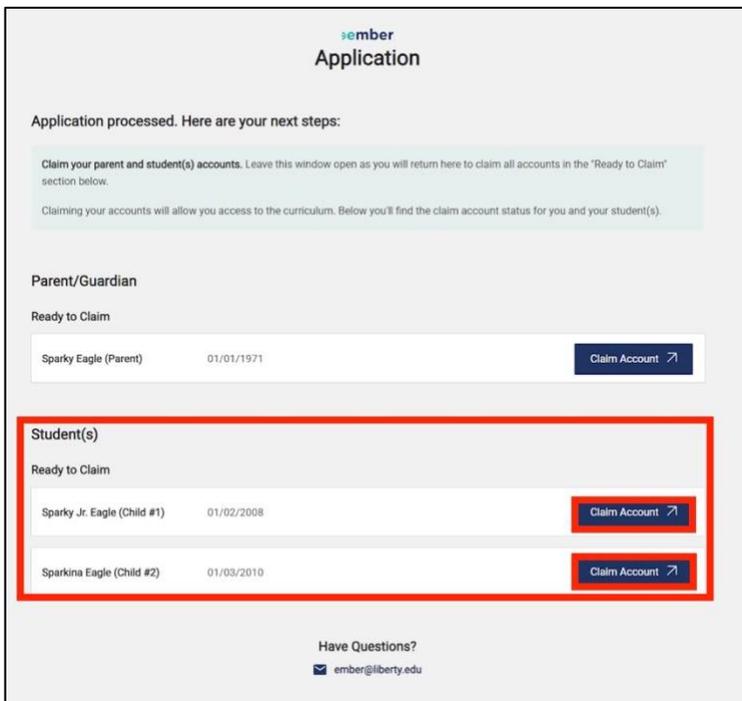
Confirm Password: [Red Box] Show

Claim Account

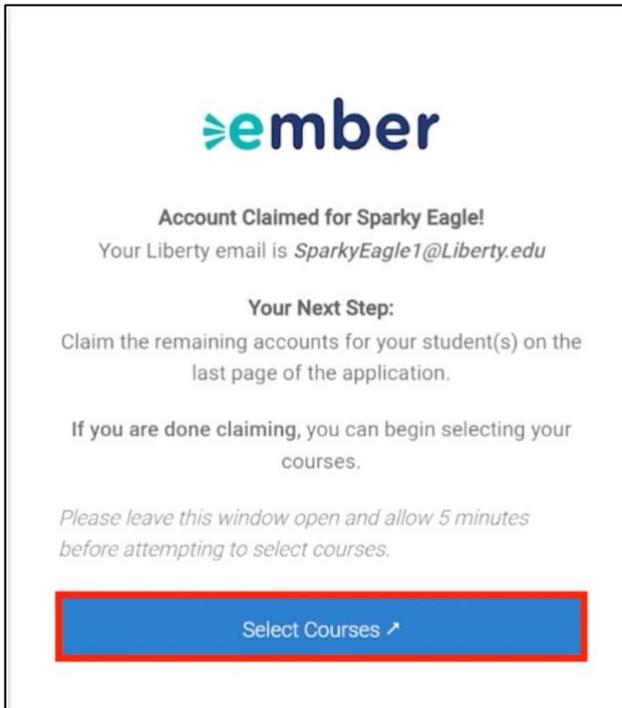
8. A confirmation screen will display, confirming that your account has been claimed.



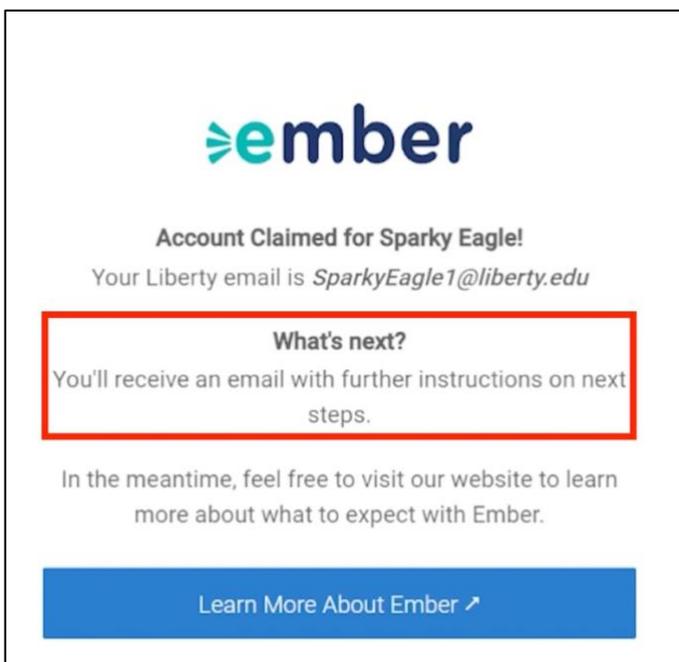
9. Return to the application page and follow the same steps to claim your **Student(s)** account. If you have multiple students, be sure to claim each account individually.



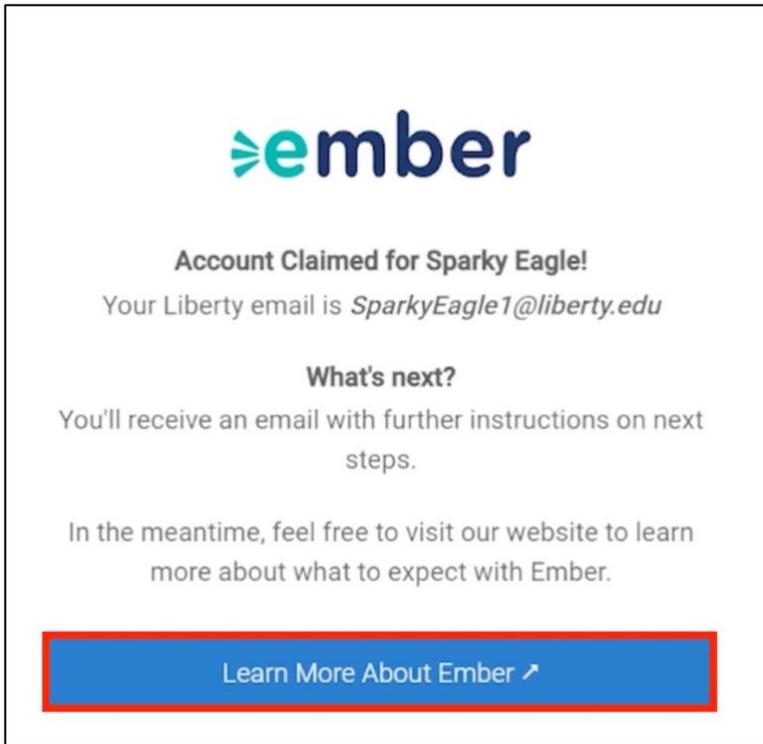
10. When you are done claiming accounts, you can begin selecting courses by clicking **Select Courses**.



11. If your account is not ready for the course selection process, an email will be sent with instructions on the next steps.



12. Click the **Learn More About Ember Button** to learn more about Ember.



Need Assistance?

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