Tegrity Self Registration
Student and Instructor Guide

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Tegrity Self Registration allows you to create a login that you can use with Tegrity.

1.1 Self Registration Process

The chart below identifies the Tegrity self registration activities. The instructor and student activities are described further below.
1.2 The registration process for Students

1. Register as a new user.
2. Validate your email address by using the activation link sent when you registered.
3. Join courses using the enrollment URL provided by your instructor.
4. Login to Tegrity.

1.3 The registration process for Instructors

1. Register as a new user.
2. Validate your email address by using the activation link sent when you registered.
3. Create your courses.
4. Note the enrollment URLs so you can give them to students and they can join your courses.
5. Login to Tegrity and start recording.
2 Register as a New User (Instructors and Students)

1. In your web browser, navigate to the Tegrity Self Registration portal for your institution. It is located at http://<The_URL_to_Tegrity_at_Your_Institution>/selfreg

2. Complete the registration form and click the ‘Register’ button.

Complete the registration form and click ‘Register’.  

NOTE: This email address will be your username in Tegrity.
3. An email with an activation link to validate your email address will be sent to the email address you registered with. Check your email to get the activation link.
4. Click on the activation link in the ‘Welcome to Tegrity’ email.

TIP: Check your ‘Junk’ or ‘Spam’ folder if you do not see the email in your inbox. We recommend marking the email as ‘Not Junk’ and adding it to the ‘Safe Senders’ list.

TIP: You can also ‘copy’ then ‘paste’ the link into the address bar of your web browser if you cannot click it.
5. Your activation is complete once you click the link and get this page. You can now login to Tegrity using the normal Tegrity login form.

NOTE: You do not need to use the Tegrity Self Registration portal each time you login to Tegrity. You can login directly using the direct URL:

http://<The_URL_to_Tegrity_at_Your_Institution>
3 Create Courses (Instructors only)

1. Click on the ‘Manage Profile’ tab in the Tegrity Self Registration portal and login.

Click on the ‘Manage Profile’ tab and login.
2. You will have the ability to create courses if your institution’s Tegrity administrator has identified your email address as an instructor.

Instructors can create courses.

Note: Students cannot create courses. If you are an instructor and cannot create courses, contact your IT administrator and ask them to add your email address to the instructor list.
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3. Enter the Course ID and Course Name then click ‘Create Course’.

Enter the Course ID and Course Title then click ‘Create Course’.
4. Your course is created. Note the Student Enrollment link/URL. Give this URL to your students so they can enroll in your course in Tegrity and watch your recordings.

TIP: You can allow other users to be co-instructors in your course by giving them the ‘Additional Instructor Link/URL’. They will have full instructor access to your course with the ability to create and manage recordings. Do not give the ‘Additional Instructor Link’ to students.

5. Repeat this process for all of your courses. You can also always come back at any time and add more.

6. Login to Tegrity and start recording for your courses.
4 Join Courses

1. Enter the Student Enrollment Link/URL your instructor gave you for the course in the address bar of your web browser.
2. Login with your username (email) and password or register a new account if you have not already registered.
3. You are enrolled in the course within Tegrity. It will be available the next time you login to Tegrity.
5 Change Your Name or Password

1. Click on the ‘Manage Profile’ tab in the Tegrity Self Registration portal and login.
2. Select the ‘Edit Profile’ tab to change your name.

Select the ‘Edit Profile’ tab to change your name.
3. Select the ‘Change Password’ tab to change your password.
### 6 Reset Lost or Forgotten Passwords

1. Click on the ‘Forgot Password’ tab and enter your email address. A link to reset your password will be emailed to you.

**Click on the ‘Forgot Password’ tab and enter your email address. A link to reset your password will be emailed to you.**
2. Open your email and click on the password reset link.

Click on the password reset link in the email.
3. You will get a temporary password. Click the ‘Change Password’ button to change your password.
4. Enter your temporary password and a new password.