



Admin User Guide: Keycode Management

June 2017

LiveText Keycode Management User Guide

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Keycode Management Overview

LiveText Keycode Management is a tool that allows administrators to distribute and manage keycodes for faculty and students. When Keycode Management is enabled, a special administrator account is created. This account, called the *Keycode Manager*, has unique permissions giving it access to the Keycode Management tool.

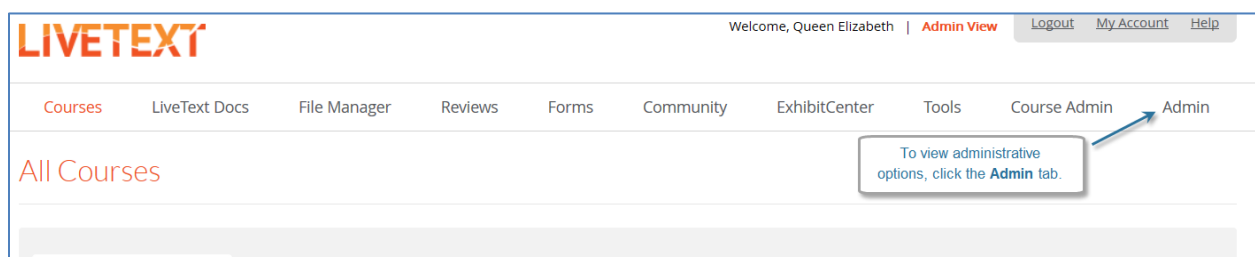
After courses and student rosters have been imported into LiveText, Keycode Management can be used to select faculty and students to whom keycodes will be assigned. Keycode Managers can select faculty or students by individuals within a course, everyone in a specific course or multiple courses, or even all faculty and students for an entire term. When new users have been selected, Keycode Management will send those users an invitation email to their institutional email address, which contains instructions and a link for registration. Once registered, users will have access to LiveText, and will be automatically matched up with their courses.

Accessing Keycode Management

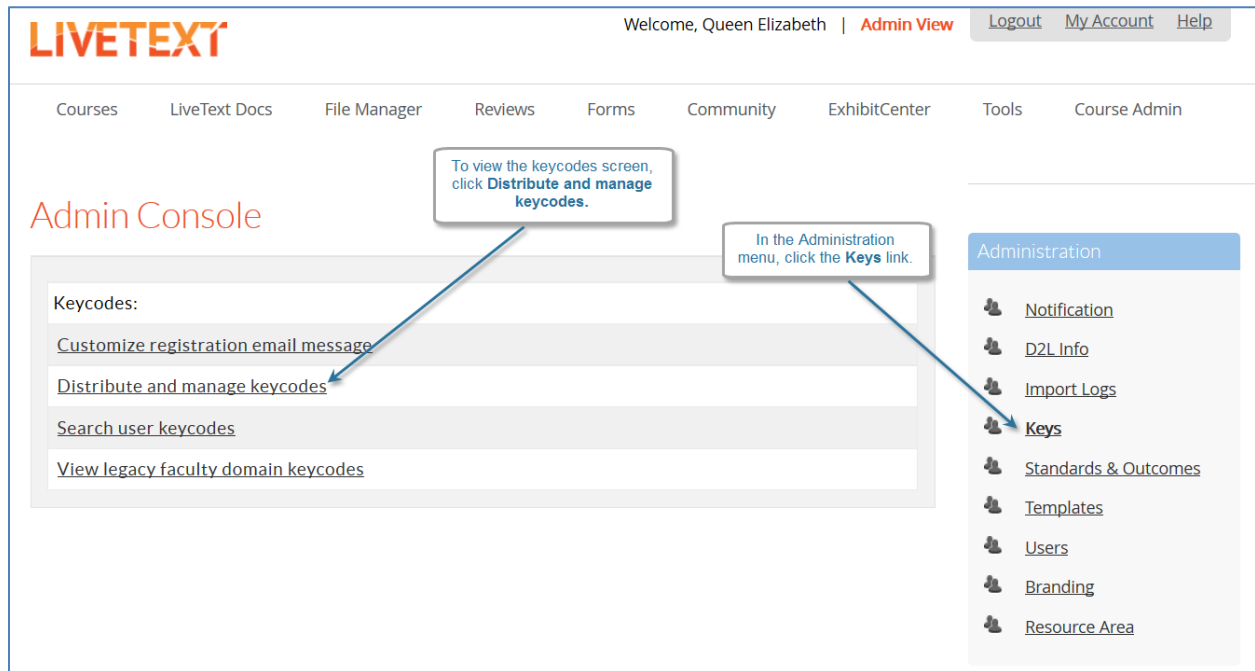
Keycode Management is a no-cost feature of LiveText.

To access Keycode Management:

1. Log in to LiveText using the keycode manager account.
2. Click the **Admin** tab.



3. Under the **Administration** menu, click **Keys**.
4. Under the Keycodes menu, click **Distribute and manage keycodes**.



The Keycodes screen

When institutions purchase student keycodes (or request complimentary faculty keycodes), LiveText adds keycodes to the keycodes screen in **batches**. The keycodes screen lists all batches, and provides details and distribution stats on the included keycodes. The columns on the keycodes screen are:

1. **Batch** – A unique number used to identify a batch of keycodes
2. **College/Department** – Defines if the keycode is usable across the entire institution or can only be used within a specific college or department
3. **Created** – The date which the keycode batch was first created
4. **Keycode Type** – Displays whether the batch is student keycodes or faculty keycodes
5. **Edition** – For student keycodes, edition displays any feature add-ons, i.e. Field Experience
6. **Total Keys in Batch** – The total number of keycodes included in a batch
7. **Keys Distributed** – The number of keycodes in a batch that have been assigned
8. **Keys Remaining** – The number of keycodes in a batch that have not yet been assigned
9. **Keys Registered** – The number of distributed keycodes that have been registered by the user

- 10. **Duration (months)** – The number of months that the accounts registered will remain active
- 11. **Action** – Contains links that allow the distribution of keycodes, re-sending invitation emails, etc.

Admin Console

Distribute and manage keycodes

Always use registration keycodes in a timely manner, e.g., the same or next academic term. For your institution, LiveText provisions resources and readies services for your timely use of keycodes. Registration services begin when a person's data is imported or a keycode batch is Created. The **Distribute** link assigns a key, decrements **Keys Remaining**, and sends an email prompting last registration step. Unexpired **student** keycodes are non-transferable 60 days after **Assigned**. **Student** keycode batches expire (i.e., unavailable for use) 16 months after **Created**. Finishing registration starts **Duration**.

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Keycode Type shows whether the keycode batch is student or faculty keycodes.

For student accounts, the Edition column shows any additional account add-ons, such as Field Experience.

These columns show total keys, and the status of those keys.

<u>Batch</u>	<u>College / Department</u>	<u>Created</u>	<u>Keycode Type</u>	<u>Edition</u>	<u>Total Keys in Batch</u>	<u>Keys Distributed</u>	<u>Keys Remaining</u>	<u>Keys Registered</u>	<u>Duration (months)</u>	<u>Action</u>
7102	Domain Wide	May 19, 2017	Student	Standard LiveText	20	0	20	0	60	Distribute
7101	Domain Wide	May 19, 2017	Faculty	Standard LiveText	20	0	20	0	60	Distribute

Showing 1-2 of 2

Distributing Keycodes

Unassigned or unregistered student keycodes are valid for 16 months from the date the batch is created. After 16 months, student keycodes become invalid and are no longer available for distribution or registration. Faculty keycode batches are valid indefinitely, and may be assigned and registered at any time.

To distribute keycodes by term or course:

1. From the keycodes screen, locate the batch of keycodes to be distributed.
2. In the **Action** column, click the **Distribute** link corresponding to the appropriate batch.

Admin Console

Distribute and manage keycodes

Always use registration keycodes in a timely manner, e.g., the same or next academic term. For your institution, LiveText provisions resources and readies services for your timely use of keycodes. Registration services begin when a person's data is imported or a keycode batch is Created. The **Distribute** link assigns a key, decrements **Keys Remaining**, and sends an email prompting last registration step. Unexpired **student** keycodes are non-transferable 60 days after **Assigned**. **Student** keycode batches expire (i.e., unavailable for use) 16 months after **Created**. Finishing registration starts **Duration**.

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To select who will receive keycodes, click **Distribute** for the appropriate batch.

<u>Batch</u>	<u>College / Department</u>	<u>Created</u>	<u>Keycode Type</u>	<u>Edition</u>	<u>Total Keys in Batch</u>	<u>Keys Distributed</u>	<u>Keys Remaining</u>	<u>Keys Registered</u>	<u>Duration (months)</u>	<u>Action</u>
7102	Domain Wide	May 19, 2017	Student	Standard LiveText	20	0	20	0	60	Distribute
7101	Domain Wide	May 19, 2017	Faculty	Standard LiveText	20	0	20	0	60	Distribute

Showing 1-2 of 2

- On the Distribute Keycodes screen, select a term from the dropdown menu. All courses in the term will appear.

Admin Console

Distribute Keycodes

Select a term from the dropdown list of current terms.

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Term:

Below reflects data imported from the Course Catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

- To select all students or faculty in the term, click the checkbox located in the far right column of the table *headers*.
- To select all students or faculty in a specific course or courses, click the checkbox in the far right column corresponding to the course or courses.

Term:

Below reflects data imported from the Course Catalog and Student addresses (@xxx.com or @xxx.edu). If you have not completed these addresses, users will be formatted users' email

Course Code	Course Name	Instructor	Imported Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	<input type="checkbox"/>
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	0	10	0	<input checked="" type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
ED 401-1	Teacher Student Interaction	Mark Twain	10	0	0	10	0	<input type="checkbox"/>
ED 401-2	Teacher Student Interaction	Mark Twain	10	0	0	10	0	<input type="checkbox"/>
PSY 301-1	Abnormal Psychology	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
PSY 302-1	Abnormal Psychology II	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
PSY 302-2	Abnormal Psychology II	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>

Click the checkbox in the header to select all courses.

Click the checkboxes for the courses that contains users to which keycodes will be sent.

- Once all selections have been made, click the **Send Invites** button to send registration emails to all selected users.

Admin Console

Distribute Keycodes

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of keys remaining for distribution in selected batch: 20
 Number of unique users previously invited (not registered): 0
 Number of unique new users who have not registered (not p

Send Reminders Send Invites

When finished selecting users, click the **Send Invites** button to assign keycodes and send a registration email.

Term: Spring 2017 KM

Below reflects data imported from the course catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

Course Code	Course Name	Instructor	Imported Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	0	10	10	<input checked="" type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	0	10	10	<input checked="" type="checkbox"/>
EC 101-1	Teacher	Mark	10	0	0	10	10	<input checked="" type="checkbox"/>

7. A confirmation popup will appear, indicating sending the registration emails successfully.

imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of unique users previously invited (not registered): 0
 Number of unique new users who have not registered (not p

Alert

Registration emails scheduled to be sent in 30 minutes.

OK

To distribute keycodes by individual student:

1. From the keycodes screen, locate the batch of keycodes to be distributed.
2. In the **Action** column, click the **Distribute** link corresponding to the appropriate batch.

Admin Console

Distribute and manage keycodes

Always use registration keycodes in a timely manner, e.g., the same or next academic term. For your institution, LiveText provisions resources and readies services for your timely use of keycodes. Registration services begin when a person's data is imported or a keycode batch is Created. The **Distribute** link **assigns** a key, decrements **Keys Remaining**, and sends an email prompting last registration step. Unexpired **student** keycodes are non-transferable 60 days after **Assigned**. **Student** keycode batches expire (i.e., unavailable for use) 16 months after **Created**. Finishing registration starts **Duration**.

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<u>Batch</u>	<u>College / Department</u>	<u>Created</u>	<u>Keycode Type</u>	<u>Edition</u>	<u>Total Keys in Batch</u>	<u>Keys Distributed</u>	<u>Keys Remaining</u>	<u>Keys Registered</u>	<u>Duration (months)</u>	<u>Action</u>
7102	Domain Wide	May 19, 2017	Student	Standard LiveText	20	0	20	0	60	Distribute
7101	Domain Wide	May 19, 2017	Faculty	Standard LiveText	20	0	20	0	60	Distribute

Showing 1-2 of 2

To select who will receive keycodes, click **Distribute** for the appropriate batch.

3. On the Distribute Keycodes screen, select a term from the dropdown menu. All courses in the term will appear.

Admin Console

Distribute Keycodes

Select a term from the dropdown list of current terms.

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Term:

Below reflects data imported from the Course Catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

- To select specific students within a course, click the underlined number in the *Not Invited (not registered)* column that corresponds to the course in which the student(s) are located.

Term:

Below reflects data imported from the Course Catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

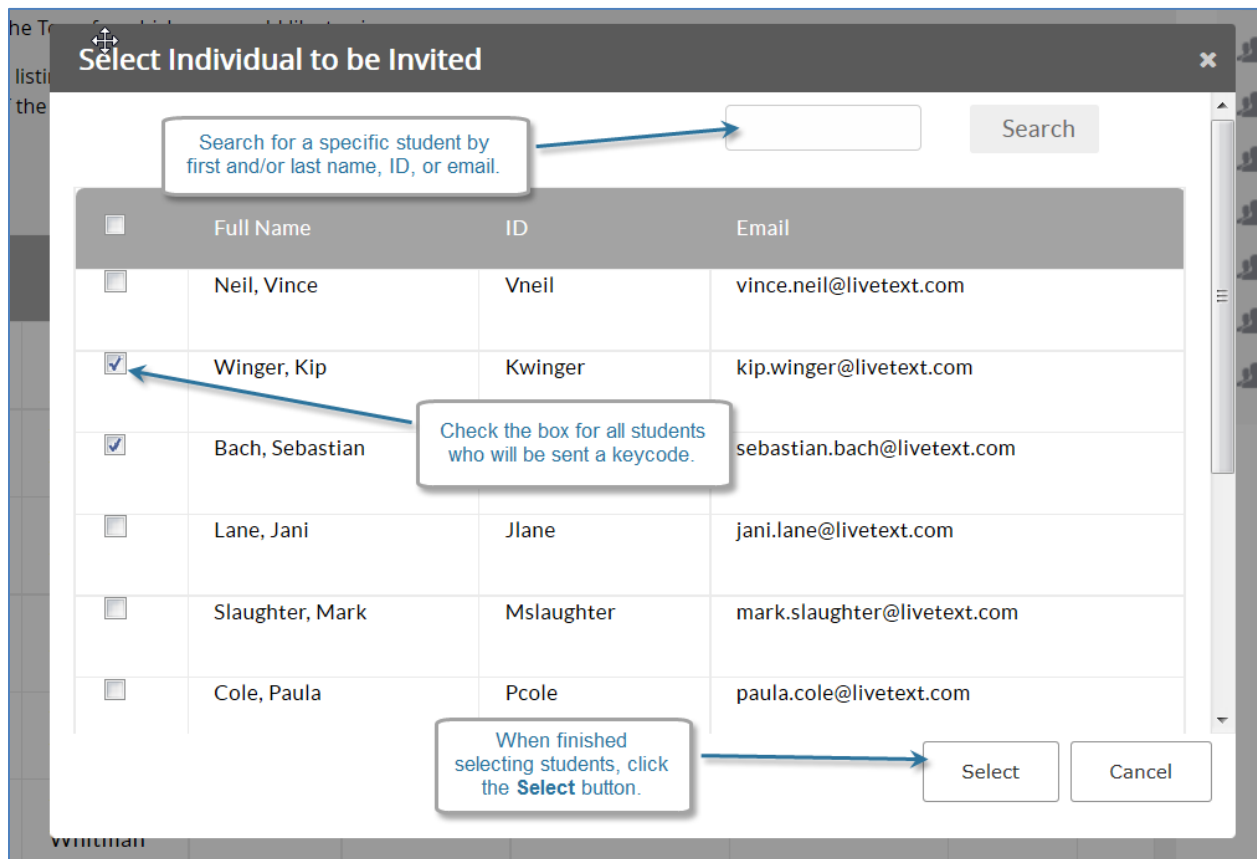
Course Code	Course Name	Instructor	Imported Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	<input type="checkbox"/>
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	0	<u>10</u>	0	<input type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	0	<u>10</u>	0	<input type="checkbox"/>
ED 401-1	Teacher Student Interaction	Mark Twain	10	0	0	<u>10</u>	0	<input type="checkbox"/>
ED 401-2	Teacher Student Interaction	Mark Twain	10	0	0	<u>10</u>	0	<input type="checkbox"/>
PSY 301-1	Abnormal Psychology	Walt Whitman	10	0	0	<u>10</u>	0	<input type="checkbox"/>
PSY 302-1	Abnormal Psychology II	Walt Whitman	10	0	0	<u>10</u>	0	<input type="checkbox"/>
PSY 302-2	Abnormal Psychology II	Walt Whitman	10	0	0	<u>10</u>	0	<input type="checkbox"/>

To choose which students in a course will be sent keycodes, click the corresponding number in the *Not Invited (not registered)* column.

5. On the *Select Individual to be Invited* popup, click the checkbox next to the name of the student(s) to select them.

or...

6. Use the search box to look for a student by name, ID, or email address.



7. Once all selections have been made, click the **Send Invites** button to send registration emails to all selected users.

Admin Console

Distribute Keycodes

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of keys remaining for distribution in selected batch: 20
 Number of unique users previously invited (not registered): 0
 Number of unique new users who have not registered (not p

When finished selecting users, click the **Send Invites** button to assign keycodes and send a registration email.

Term:

Below reflects data imported from the course catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

Course Code	Course Name	Instructor	Imported Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	<input type="checkbox"/>
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	0	10	10	<input checked="" type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	0	10	10	<input checked="" type="checkbox"/>
EC 101-1	Teacher	Mark	10	0	0	10	10	<input checked="" type="checkbox"/>

- A confirmation popup will appear, indicating sending the registration emails successfully.

imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of unique users previously invited (not registered): 0
 Number of unique new users who have not registered (not p

Alert

Registration emails scheduled to be sent in 30 minutes.

Sending Reminder Emails

Once a registration email has been sent, keycode managers can send reminder emails to users that have not yet registered their accounts.

To send a reminder email to unregistered users by batch:

1. From the keycodes screen, locate the keycodes batch containing the users to whom reminder emails will be sent.
2. In the far right column, click **Remind** for the corresponding batch.

Admin Console

Distribute and manage keycodes

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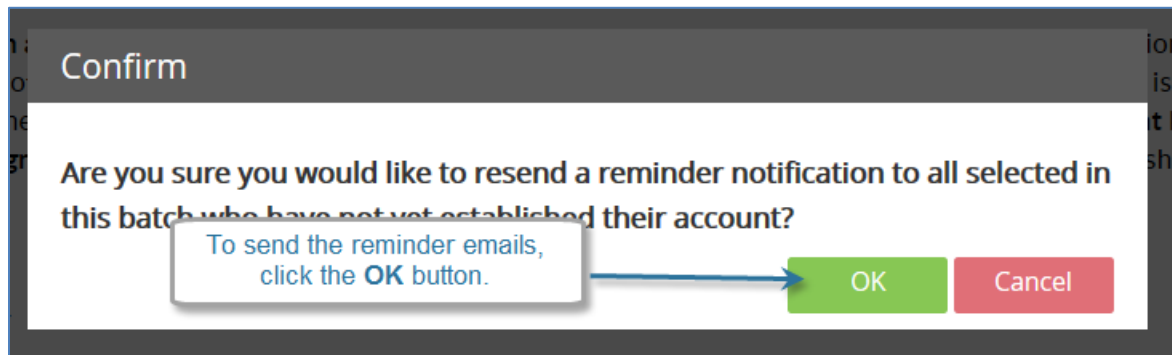
Domain: _LiveText: Josh Palmer

To send a reminder email to all previously invited users that have not yet registered, click **Remind** corresponding to the appropriate batch.

<u>Batch</u>	<u>College/ Department</u>	<u>Created</u>	<u>Keycode Type</u>	<u>Edition</u>	<u>Total Keys in Batch</u>	<u>Keys Distributed</u>	<u>Keys Remaining</u>	<u>Keys Registered</u>	<u>Duration (months)</u>	<u>Action</u>
7102	Domain Wide	May 19, 2017	Student	Standard LiveText	20	6	14	0	60	Distribute Remind
7101	Domain Wide	May 19, 2017	Faculty	Standard LiveText	20	0	20	0	60	Distribute

Showing 1-2 of 2

3. On the confirmation popup, click the **OK** button.



To send a reminder email to unregistered users by term or course:

1. From the keycodes screen, locate the keycodes batch containing the users to whom reminder emails will be sent.
2. In the **Action** column, click the **Distribute** link corresponding to the appropriate batch.
3. On the Distribute Keycodes screen, select a term from the dropdown menu. All courses in the term will appear.

Admin Console

Distribute Keycodes

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Term:

Select a term from the dropdown list of current terms.

Below reflects data imported from the Course Catalog and Student Roster, which should include properly formatted users' email addresses (@xxx.com or @xxx.edu). If you have not completed these uploads, click the Course Admin tab.

- To select all students or faculty in the term, click the checkbox located in the far right column of the table *headers*.
- To select all students or faculty in a specific course or courses, click the checkbox in the far right column corresponding to the course or courses.

Term:

Below reflects data imported from the Course Catalog and Student addresses (@xxx.com or @xxx.edu). If you have not completed these users' email addresses, they will be marked as unformatted users' email

Course Code	Course Name	Instructor	Imported Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	<input type="checkbox"/>
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	0	10	0	<input checked="" type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
ED 401-1	Teacher Student Interaction	Mark Twain	10	0	0	10	0	<input type="checkbox"/>
ED 401-2	Teacher Student Interaction	Mark Twain	10	0	0	10	0	<input type="checkbox"/>
PSY 301-1	Abnormal Psychology	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
PSY 302-1	Abnormal Psychology II	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>
PSY 302-2	Abnormal Psychology II	Walt Whitman	10	0	0	10	0	<input type="checkbox"/>

Click the checkbox in the header to select all courses.

Click the checkboxes for the courses that contains users to which keycodes will be sent.

- Once all selections have been made, click the **Send Reminders** button to send reminder emails to all selected users.

Admin Console

Distribute Keycodes

From the dropdown menu below, select the Term for which you would like to view courses.

Click the check box(es) next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of keys remaining for distribution in selected batch: 14
 Number of unique users previously invited (not registered): 6
 Number of unique new users who have not registered (not previously invited): 4

Send Reminders Send Invites

Term: Spring 2017 KM

When finished selecting users, click the Send Reminders button to re-send registration emails.

Course Code	Course Name	Instructor	Students	Registered Students	Invited (not registered)	Not Invited (not registered)	To Be Invited	<input type="checkbox"/>
EC 201-1	Introduction to Pragmatism	Dorothy Parker	10	0	6	4	4	<input checked="" type="checkbox"/>
EC 202-1	Introduction to Logic	Walt Whitman	10	0	6	4	4	<input checked="" type="checkbox"/>
ED 401-1	Teacher Student	Mark Twain	10	0	6	4	4	<input checked="" type="checkbox"/>

7. A confirmation popup will appear, indicating sending the registration emails successfully.

imported users will be assigned a keycode and sent an automated registration email. Clicking the check box next to the course listing(s) in which imported users will be assigned a keycode and sent an automated registration email. Clicking the check box at the top of the column selects all of the courses. Only users who do not have existing LiveText account will be sent a registration email.

Number of unique users previously invited (not registered): 0
 Number of unique new users who have not registered (not previously invited): 0

Alert

Registration emails scheduled to be sent in 30 minutes.

Unassigning keycodes

Keycodes that have been assigned and distributed can be pulled back, or *Unassigned*. This is useful if a keycode was assigned to the wrong user, or if it's determined after distribution that a user won't need an account. A keycode can only be unassigned if it has not yet been used to register an account.

Additionally, when student keycodes are assigned and registration emails have been sent, students have 60 days to complete registration. If a student keycode remains assigned and distributed, but NOT registered for more than 60 days, the student keycode will become permanently assigned to that student, and can no longer be unassigned.

Faculty keycodes that have been assigned and distributed remain valid and re-assignable indefinitely.

To unassign a keycode:

1. From the keycodes screen, locate the keycodes batch containing the keycode(s) that will be unassigned.
2. Click the underlined number in the *Total Keys in Batch* column corresponding to the batch.

Admin Console

Distribute and manage keycodes

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Domain: _LiveText: Josh Palmer

<u>Batch</u>	<u>College / Department</u>	<u>Created</u>	<u>Keycode Type</u>	<u>Edition</u>	<u>Total Keys in Batch</u>	<u>Keys Distributed</u>	<u>Keys Remaining</u>	<u>Keys Registered</u>	<u>Duration (months)</u>	<u>Action</u>
7102	Domain Wide	May 19, 2017	Student	Standard LiveText	<u>20</u>	6	14	0	60	Distribute Remind
7101	Domain Wide	May 19, 2017	Faculty	Standard LiveText	<u>20</u>	0	20	0	60	Distribute

To unassign a keycode(s), click the number in the *Total Keys in Batch* corresponding to the appropriate batch.

- To select individual keycodes, click the checkbox next to the keycode(s) to be unassigned.
- To select all unregistered keycodes to a batch, click the checkbox next to *Batch* in the table headers.
- When finished selecting keycodes, click the **Unassign** button.

NOTE: The **Unassign** button is only visible if the selected keycodes are faculty keycodes or student keycodes distributed within the last 60 days.

Find keycode

Remind Unassign

When finished selecting keycodes, click the **Unassign** button.

Not Registered

Remind as needed for timely finish of registration. If a key is not registered, you may unassign (a) an unexpired **student** keycode within 60 days of **Assigned** date or (b) any **faculty** keycode. Other keys are not transferable. To see the **Unassign** tool, select keycodes (must not include any **student** key **Assigned** over 60 days). **Student** keycode batches expire (i.e., unavailable to **Distribute**) 16 months after **Created**. Finishing registration starts **Duration**. (Zoom Out with Ctrl+- until entire line is visible.)

To select all unregistered keycodes in a batch to be unassigned, click this checkbox.

To select an individual keycode (s) to be unassigned, click the checkbox next to the keycode(s).

Batch	Key	Email	Domain	Date Used	Assigned	Key Status
<input checked="" type="checkbox"/>	7125 8AC962513725E	ph.sbach1497472679 Sebastian Bach	sebastian.bach@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 F3199594A982F	ph.tbonham1497472680 Tracy	tracy.bonham@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 1F58A7287DECD	ph.paula.cole1497472680 Paula Cole	paula.cole@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 1F71AAB8DD2EE	ph.shawn.colvin1497472680 Shawn Colvin	shawn.colvin@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 C9E2B98A3EC17	ph.jlane1497472679 Jani Lane	jani.lane@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 B6F2A571661DC	ph.vneil1497472679 Vince Neil	vince.neil@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 A2176BA72F6FF	ph.josborne497472680 Joan Osborne	joan.osborne@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 651E88CF21C27	ph.mslaughter7472680 Mark Slaughter	mark.slaughter@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind
<input type="checkbox"/>	7125 3326BB89ADB92	ph.svega1497472680 Suzanne Vega	suzanne.vega@livetext.com	_LiveText: Josh Palmer	Jun 14, 2017 3:40 PM	Assigned Remind

6. On the confirmation popup, click the **OK** button.

Confirm

Use

Would you like to unassign the selected users?

To unassign the selected keycodes, click the **OK** button.

OK Cancel

Customizing the Registration Email

The invitation email users receive can be customized using the **Customize registration email message** link under the Keycodes menu.

Instructions are provided at the top of the window. Be sure to read them carefully, and keep in mind that items in brackets are required. Please contact the LiveText implementation team with questions on this process at implementation@livetext.com.

The screenshot displays the LiveText Admin Console interface. At the top, the LiveText logo is on the left, and the user's name 'Queen Elizabeth' and 'Admin View' are on the right, along with 'Logout', 'My Account', and 'Help' links. Below this is a navigation bar with links for 'Courses', 'LiveText Docs', 'File Manager', 'Reviews', 'Forms', 'Community', 'ExhibitCenter', 'Tools', and 'Course Admin'. The main content area is titled 'Admin Console' and contains a 'Keycodes:' section with four links: 'Customize registration email message', 'Distribute and manage keycodes', 'Search user keycodes', and 'View legacy faculty domain keycodes'. A blue callout box with an arrow points to the 'Customize registration email message' link, containing the text: 'To change the content of the registration email, click the **Customize registration email message** link.' On the right side, there is an 'Administration' sidebar with a list of menu items: 'Notification', 'D2L Info', 'Import Logs', 'Keys', 'Standards & Outcomes', 'Templates', 'Users', 'Branding', and 'Resource Area'.