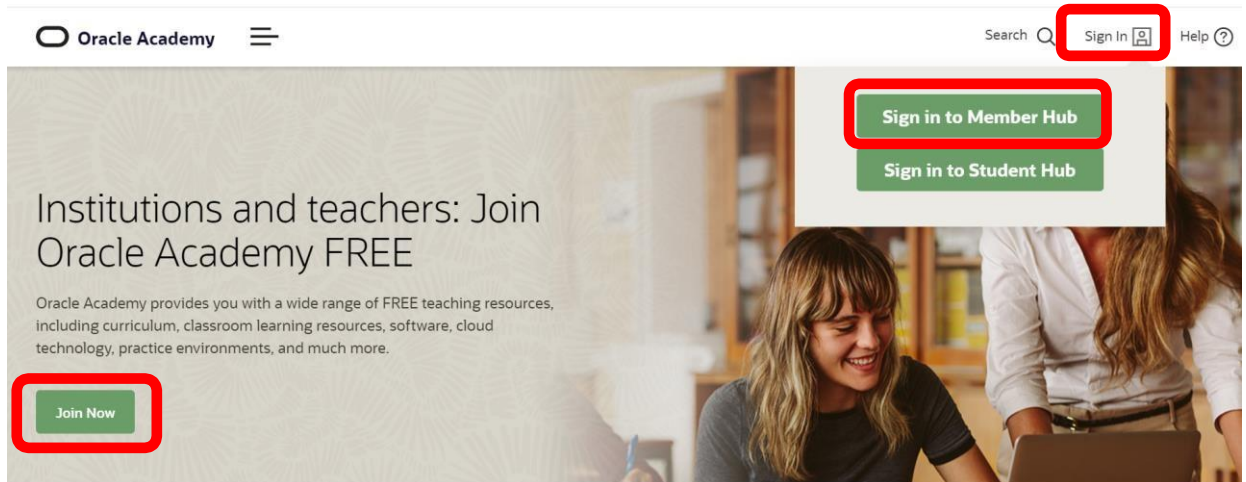


Before requesting a Cloud account for student, make sure you already have the Cloud account that you requested for yourself and the account is active.

1. Open academy.oracle.com > in the upper right corner click **Sign In** and then click **Sign in to Member Hub**. If you are not yet an Oracle Academy member, you must register as a Faculty Member by click [Join Now](#).



2. After sign in into the Member Hub, Click **(1) Resources > (2) Oracle Academy Cloud Program > (3) Request Cloud Program Accounts > (4) Request Cloud accounts for your students**.
3. Acknowledge requirements:
 - I confirm that the email addresses provided are for students who are the legal age of majority.
 - I confirm that these students have consented and agreed to provide their email addresses for the purpose of requesting an Oracle Academy Cloud Program account.

ORACLE
Academy

Request Oracle Academy Cloud Program Accounts

You already have requested the following Cloud accounts:

- An educator Cloud account for yourself
- 1 student Cloud accounts requested (Click here for details)

Student Account Requests

- ✓ Students must be the age of legal majority in their country of residence to be eligible for a Cloud account.
- ✓ Students must provide you with consent to submit their email address to Oracle Academy to request a Cloud account.
- ✓ You may request up to 50 student Cloud accounts at one time and a total of 200 accounts during each year of your membership.
- ✓ If your student already has a Cloud account, an additional account will not be created.
- ✓ Once your request is processed, you and your students will receive an email with a link to complete the Cloud account sign-up process.

Request Student Accounts

I confirm that the email addresses provided are for students who are the legal age of majority.

I confirm that these students have consented and agreed to provide their email addresses for the purpose of requesting an Oracle Academy Cloud Program account.

4. Select option for submitting student email addresses:
- Copy and Paste your student email addresses
 - or
 - Upload CSV file of your student email addresses

The screenshot shows a web form titled "Import From" with two radio button options: "Copy and Paste" (selected) and "Upload file, comma separated (*.csv) delimited". Below the options, it says "List each student email address on a separate line." and provides an example: "student1@cloud.com" and "student2@cloud.com". There is a large text input area for pasting the email addresses. To the right, a "Copy and paste Instructions" box contains three steps: 1. List each student email address on a separate line in the text box. 2. Click the "Submit" button. 3. Students will receive an email with instructions to complete their Cloud account sign-up process. At the bottom of the form is a green "Submit Request" button.

5. If you have submitted your student account request, the following page will appear.
- Faculty receives an email confirming receipt of their student Cloud account request.
 - Each student receives an email with a custom link to create their Cloud account.

Click "Finish".

The screenshot shows the Oracle Academy confirmation page. It has the Oracle Academy logo at the top. The main heading is "Request Oracle Academy Cloud Program Accounts". Below this, it says "Your request for Oracle Academy Cloud Program accounts has been submitted." Under "Next steps", it lists: 1. You/your students will receive an email with instructions for completing the signup process for your Cloud account. 2. Once you have completed the signup process for your Cloud account, you will be able to sign into the Oracle Cloud platform. Under "Tips", it lists: • Oracle Academy Cloud accounts will never expire. • If an account is not accessed for 90 days, it will be deactivated. • Need more student accounts? Visit the Request Oracle Academy Cloud Program Accounts page. At the bottom, it shows "Request(s) Submitted 2" and "Duplicate or Failed Request(s) 0". A green "Finish" button is in the bottom right corner. At the very bottom, it says "After submitting the above form (if applicable), you may close this tab at the top of your browser to return to the Member Hub." with a small icon.

Cloud accounts must be created within 45 days of receiving the signup email from Oracle Academy or the request will expire. If expired, faculty have to resubmit the request(s) for their students.