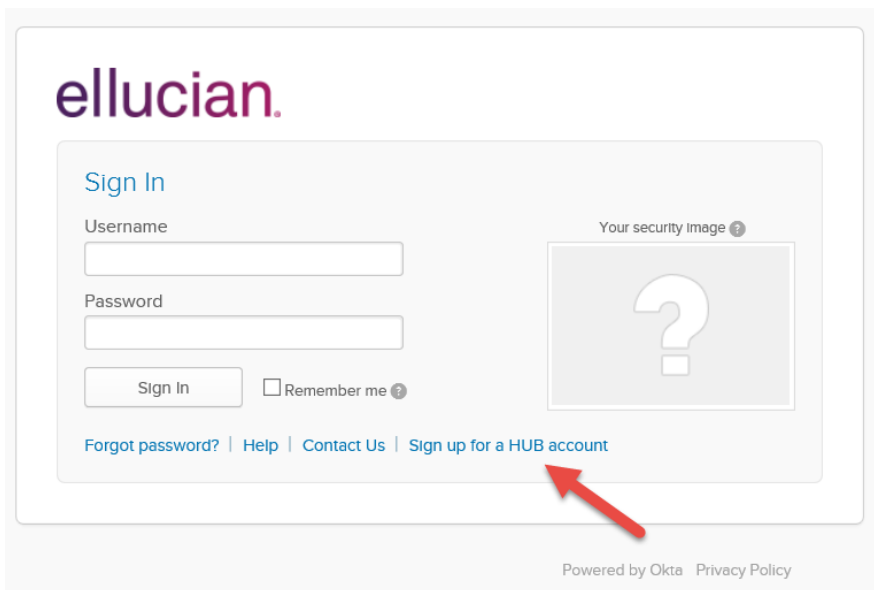


# Access Banner XE training

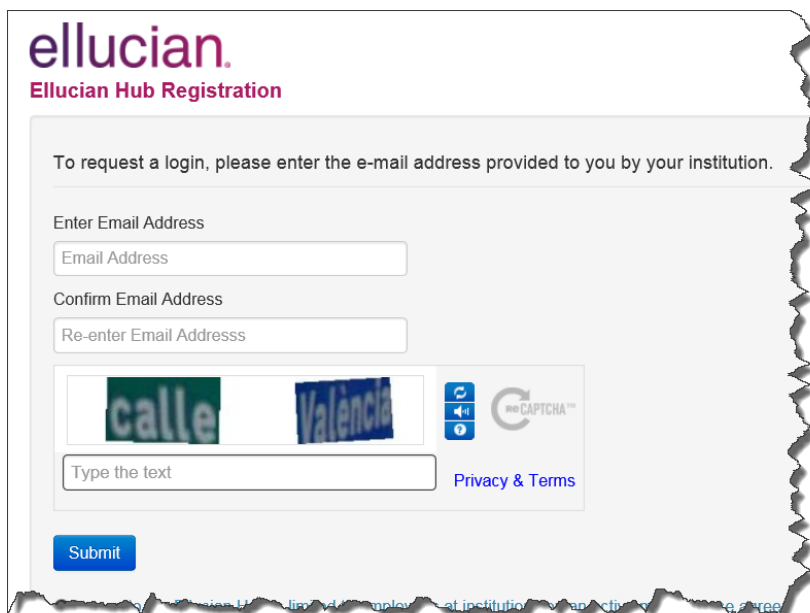
*Steps to request a login for an Ellucian account*

December 2016

**Step 1:** Logon to Log in to the Ellucian Hub website at <https://ellucian.okta.com>

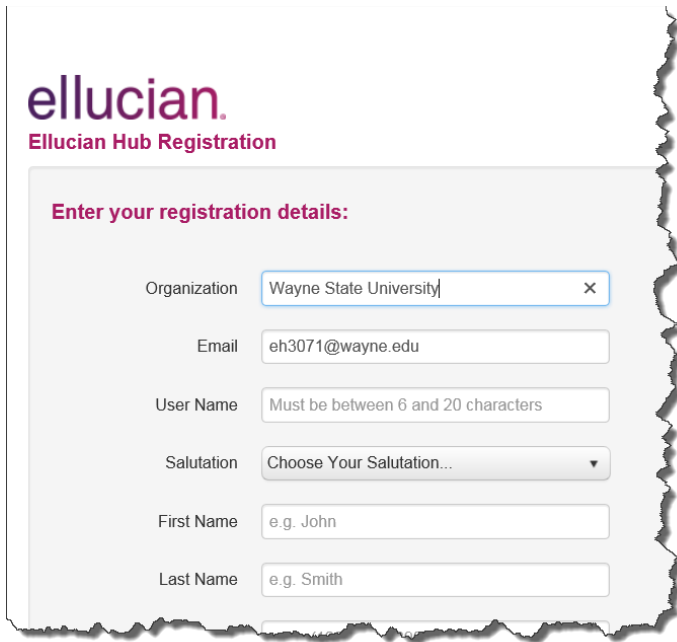


**Step 2:** Click the **Sign up for a HUB account** link



**Step 3:** At the registration screen, enter your *WSU email address* and type the *security text* as shown on your screen. Click the **Submit** button.

**Step 4:** At the Hub Registration screen, *complete the fields as indicated* then click the **Submit Registration** button.



The screenshot shows the Ellucian Hub Registration page. At the top left is the logo "ellucian." in purple, with "Ellucian Hub Registration" below it. The main heading is "Enter your registration details:". The form contains the following fields:

- Organization: Wayne State University (with a clear 'x' button)
- Email: eh3071@wayne.edu
- User Name: Must be between 6 and 20 characters
- Salutation: Choose Your Salutation... (dropdown menu)
- First Name: e.g. John
- Last Name: e.g. Smith

**Step 5:** To establish your account, you will need to agree to the **Terms of Use & Disclosures**.

**Step 6:** A confirmation screen appears indicating your registration request has been submitted. Look for an email from [noreply@okta.com](mailto:noreply@okta.com) within the next 5 business days that will include an activation link.

[end]