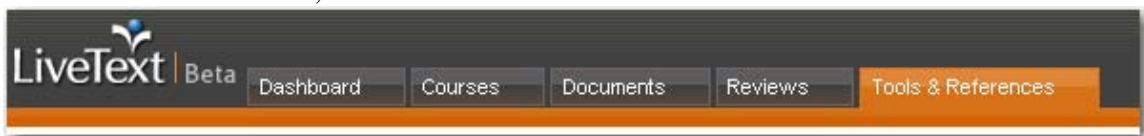
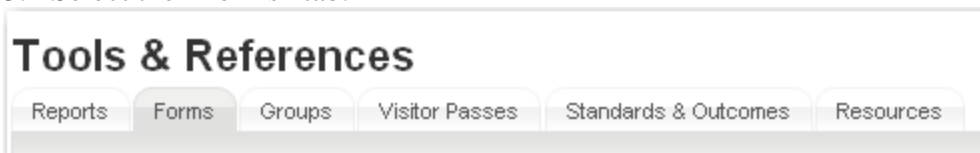


LiveText Instructions

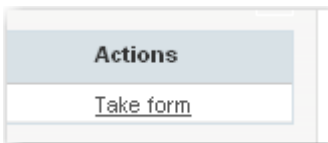
1. Sign into your LiveText account.
2. From the Dashboard, select the “Tools & References” tab.



3. Select the “Forms” tab.



4. Click on “Take form” at the far right of the screen.



5. Fill out your biographical data in fields 1 through 22. Your Winthrop ID number can be found on Wingspan.

A screenshot of the "Form: Student Bio" page. The page has an orange header with "MyDesk" on the left. The title "Form: Student Bio" is at the top, followed by "Owner: Winthrop University College of Education" and "Dataset: Student Bio Information". Below this are two numbered fields: "1 Last Name" and "2 First Name", each with an empty text input box.

6. When you are finished, click on “Submit Form” at the bottom of the screen.



7. You'll see the following message:

Form has been completed. Thank you!

8. Click on the "My Desk" tab to return to Livetext.

