

# Coursera Career Academy Account Set Up Guide

## 1 Join

Use the [UTSA Coursera link](#) to access Coursera Career Academy. Click “Join” in the upper right-hand corner.

\*Career Academy - Faculty & Staff

Join

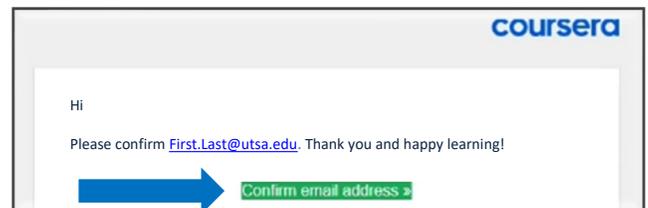
## 2 Sign Up

Click “Sign Up” in the pop-up box and complete the form using your UTSA email. Click “Join for free” to initiate a confirmation email.

The screenshot shows the Coursera sign-up form with fields for Full Name, Email, and Password. A blue arrow points to the 'SIGN UP' link at the top right of the form, and another blue arrow points to the 'Join for Free' button at the bottom.

## 3 Confirm Email

Check your inbox for an email from Coursera and follow the “Confirm email address” link.



## 4 Verify and Join

Return to Coursera Career Academy to **verify** your email and “Join program.”

The screenshot shows a pop-up box titled "Verify your email address". It contains the text: "Verify email to join the learning program", "You must verify your email address before you can join \*Career Academy - Faculty & Staff.", and "A verification email has been sent to [redacted]@utsa.edu. After verification, please refresh or revisit this link to join the program." There are three buttons: "Resend verification email", "Yes, I'm verified", and "Dismiss".

The screenshot shows a pop-up box titled "Join the learning program". It contains the text: "You are invited to join the \*Career Academy - Faculty & Staff", "A learning program is a repository of content curated by your organization.", and "By joining, you agree to The University of Texas at San Antonio tracking your grades and other activity in its learning program." There is a "Join program" button.

