

Ellucian On-Demand Subscription Library User Guide

Verifying Your Email Address

The first time that you access your training, you may be prompted to verify your email address. After you have verified your email address, a **Verified User** icon will be displayed next to your email on your **My Training** page.

IMPORTANT:

If you are a subscription holder, then you **MUST** verify your email address before you can browse and view any courses that are included in your subscription.

To verify your email address:

1. Log in to the website. If you have entered the site through the Ellucian HUB, then you are already logged in.
2. Click **My Training** in the upper right corner of the page.
3. If you have not yet verified your email address, then a message will be displayed. Click **Resend Verification**. An email will be sent with a “verification link”. Follow the instructions in the email.

If you do not see the “Email Address Not Verified Message”, or if you inadvertently close it, then look for the alert icon next to your email address. Click it to display the option to **Resend Verification**.

