

## Access your school's Site License

If your school has a Site License to Web Suite, you can create a free account by following these instructions. You need to be either on campus on your school's network, or if off-campus logged into your school's network by proxy.

To set up your Web Suite account while on campus and connected to your institution's network:

- Navigate to https://websuite.visiblebody.com
- From there, enter the following information to create your account: Enter your email address and confirm it.
   Create a password and confirm it.
   Add your name.

After creating your account you are brought to the Web Suite homepage and can begin using the product.

Note: If you see a purchase page do not enter payment information. Check that you are connected to your institution's network or try signing in through the proxy.

After you sign up, log into your Web Suite account from anywhere by returning to https://websuite.visiblebody.com

Every 150 days you will be required to sign in while connected to your institution's network or using the proxy to maintain access.

## To set up your Web Suite account while off-campus or not connected to the institution's network:

There are two ways this typically occurs:

- Some users will first log in to the institution's portal, then navigate to the institution's resource section, and locate Visible Body Web Suite.
- Other users will navigate to the institution's resource section, then locate and select Visible Body Web Suite, and finally log in to the institution's Portal.
- Either option, once on the Visible Body Web Suite page, select "sign up".
- From there, enter the following information to create your account:
- Enter your email address and confirm it.
- Create a password and confirm it.
- Add your name.

After creating your account you are brought to the Web Suite homepage and can begin using the product.

Note: If you see a purchase page do not enter payment information. Contact support.

After you sign up, log into your Web Suite account from anywhere by returning to <a href="https://websuite.visiblebody.com">https://websuite.visiblebody.com</a>

Every 150 days you will be required to sign in while connected to your institution's network or using the proxy to maintain access