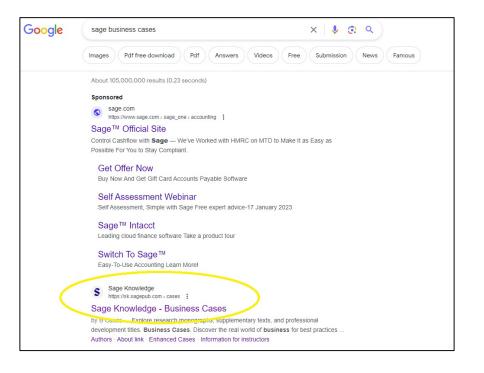




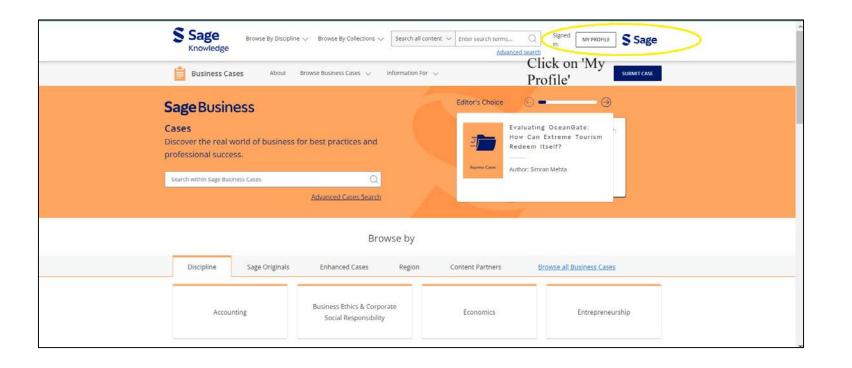
- ✓ Search for "Sage Business Cases" on your browser
- ✓ Click on "Sage Business Cases"







- ✓ Click on 'My Profile'
- ✓ Select 'Create New Profile'

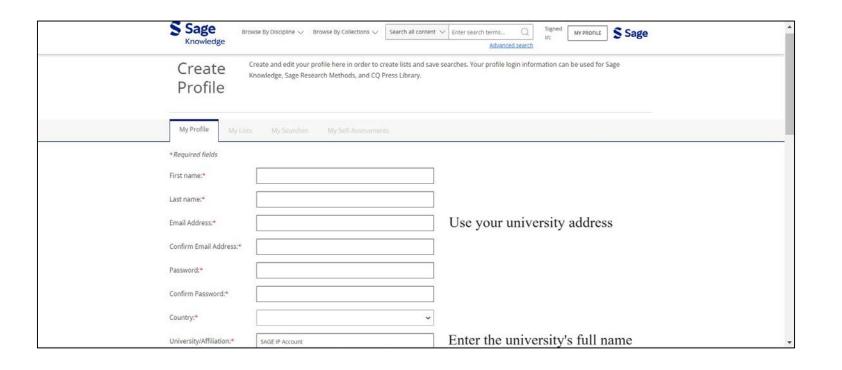








- ✓ Fill in the required fields
- ✓ Scroll to the bottom and click 'SAVE'

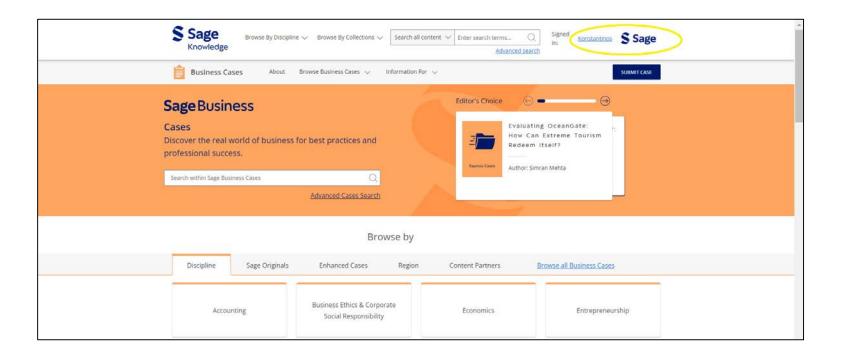








- ✓ Return to the home page after creating your profile
- ✓ Your university's logo/name should appear'







- ✓ Click on 'My Profile', then 'View my Profile'
- ✓ Select 'Instructor Access' and input verification code

