

# Update Your Account Information in LiveText



If you have logged into LiveText and cannot see any courses for which you are registered or teaching, it is likely that you need to update your School Information in LiveText. You will need the following information:

1. Your Student ID or Faculty ID number. This can be found under “*My Demographics*” in WebAdvisor (webadvisor.mckendree.edu) and is also known as **Datatel ID**. This is also the number on your McKendree ID card.
2. Your McKendree University email (i.e. @mckendree.edu ) email address.

With the above information, please do the following:

1. Log into LiveText
2. In the upper-right corner of your LiveText screen, click on **My Account**. This should bring up a screen titled “*Account Information*” with many different sections.
3. Scroll down until you reach the “*School Information*” section. Click on the **Edit** button found on the far right of the section. (Figure 1) This will allow you to update your information.

Figure 1



4. In the **Student ID** (or **Faculty ID**) field, type your ID number. In the **School Email Address** field, type your McKendree University email address. Should **[select role]** appear in the **Faculty Role** field (if applicable), select “Faculty.” Click the **Save** button toward the lower-right when finished.
5. If successfully updated, you should now be able to see courses for which you are registered or teaching by clicking on the **Courses** tab in LiveText

Please send an email to [livetext@mckendree.edu](mailto:livetext@mckendree.edu) if you still cannot see your courses after following the above steps.