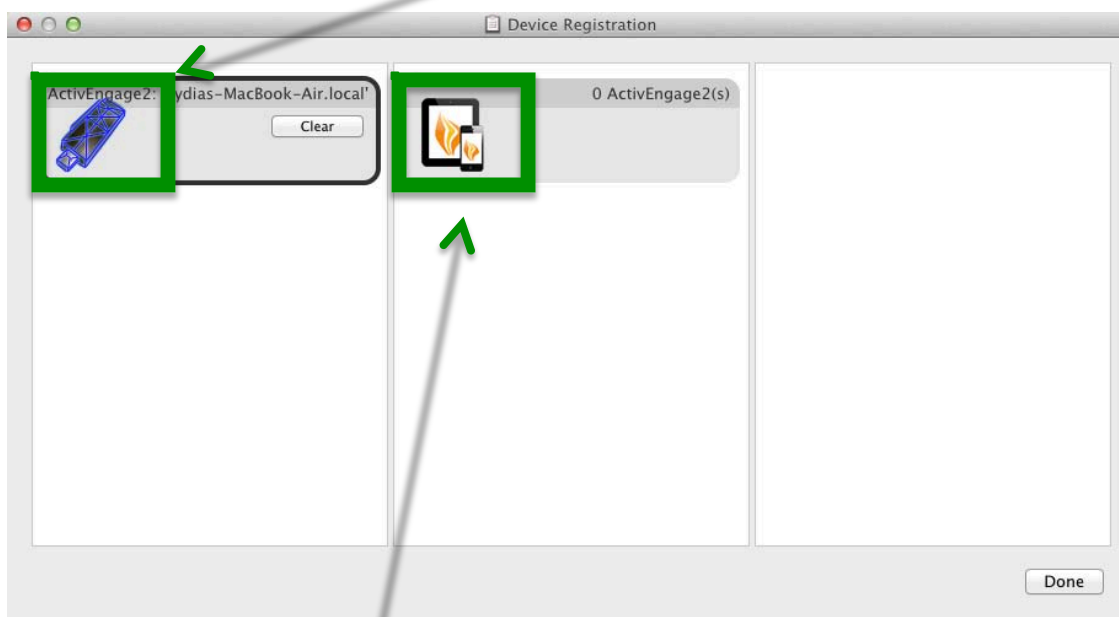# How to register ActivEngage2 Devices
TEACHER

1. To register an ActivEngage2 device, you must have the ActivEngage2 and ActivInspire software installed.
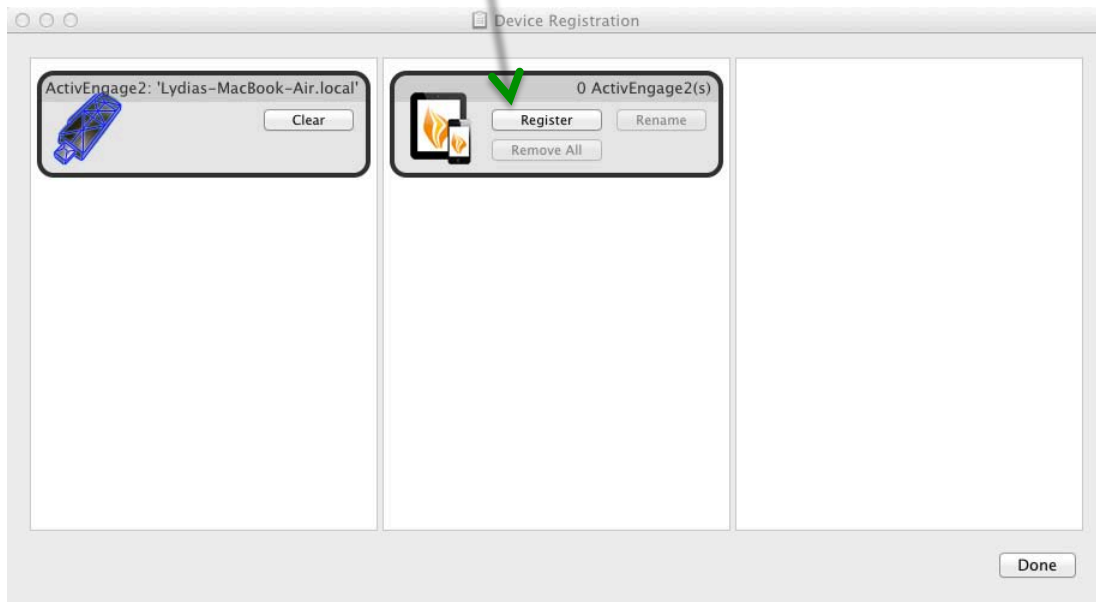
2. Open you flipchart and select the voting browser.

3. Select 'Device Registration' clipboard.

4. Once the 'Devise Registration window opens, select the 'ActivEngage 2 Hub'.
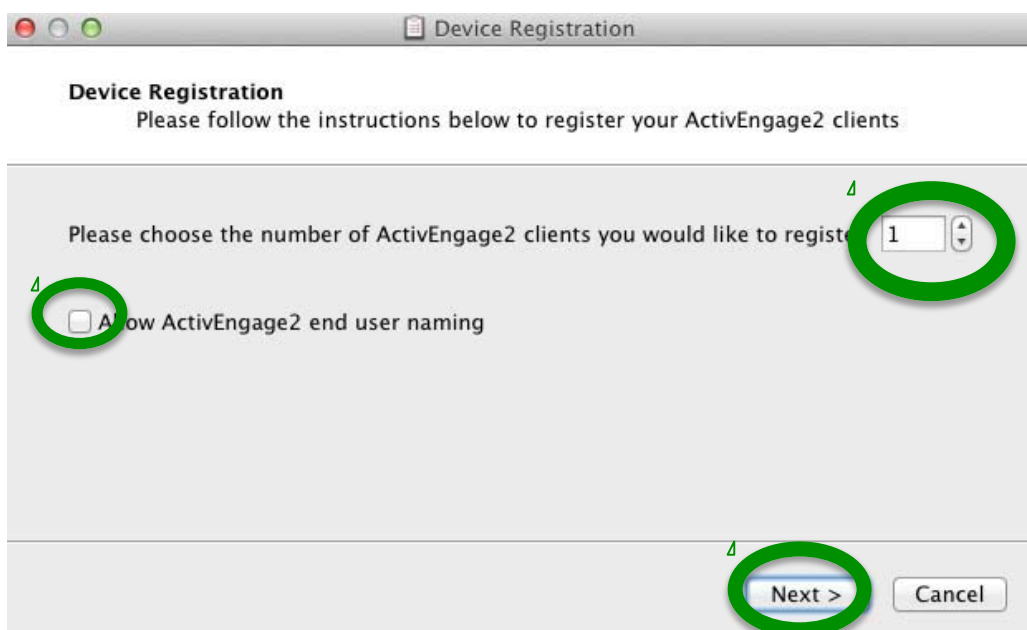
5. Next, select the type 'ActivEngage2' to register devices.

6. If you have pre-existing devices registered, you can leave them to re-use, or select 'remove all'. To remove one or move devices individually, select the device and then 'clear'.

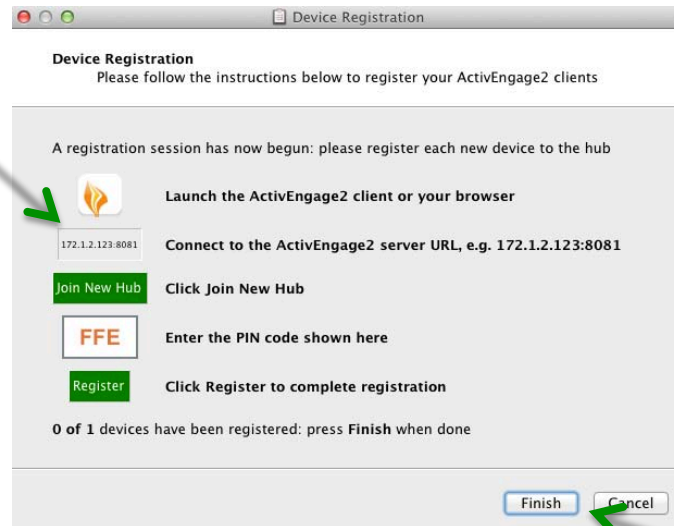   To register new devices, select 'register'.

7. Indicate the number of devices you wish to register, and if you wish for participants to choose a name for their device, tick 'allow ActivEngage2 end user naming'. Then select 'Next'.

8. Follow the instructions that appear on the screen.

Please note the server URL is an **example**. You will need to find your server URL by following the instructions titled 'Finding Your Server URL'.

To end the registration process prior to all devices being registered, press 'finish'. Otherwise the window will close once the devices are registered.

9. Select 'done' to complete the process. All registered devices will now show in the 'voting browser'.
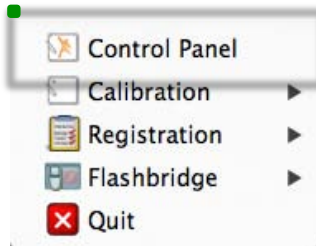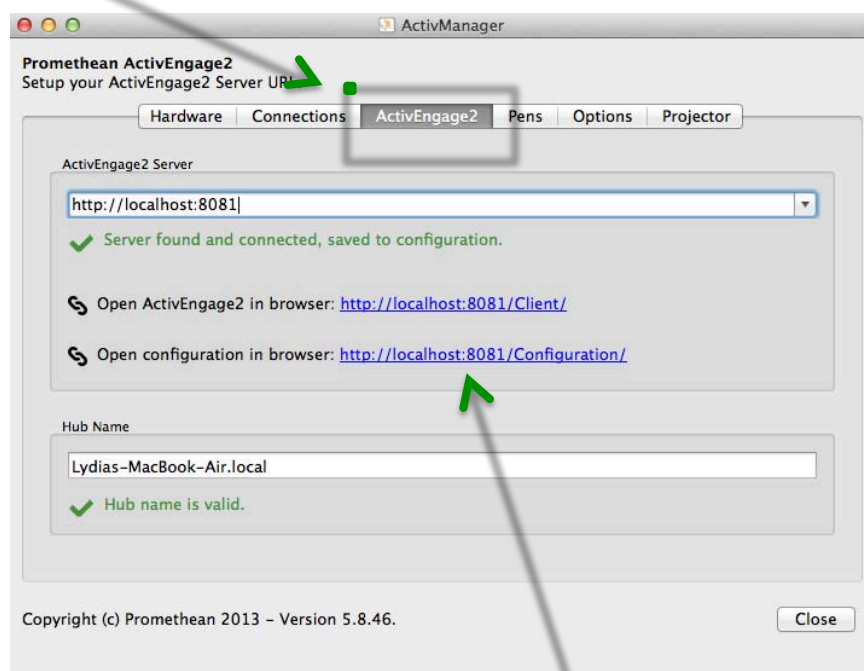
Finding Your Server URL

1. Select you ActivManager, found either on the top right tool bar (Mac) or the bottom right tool bar (PC).
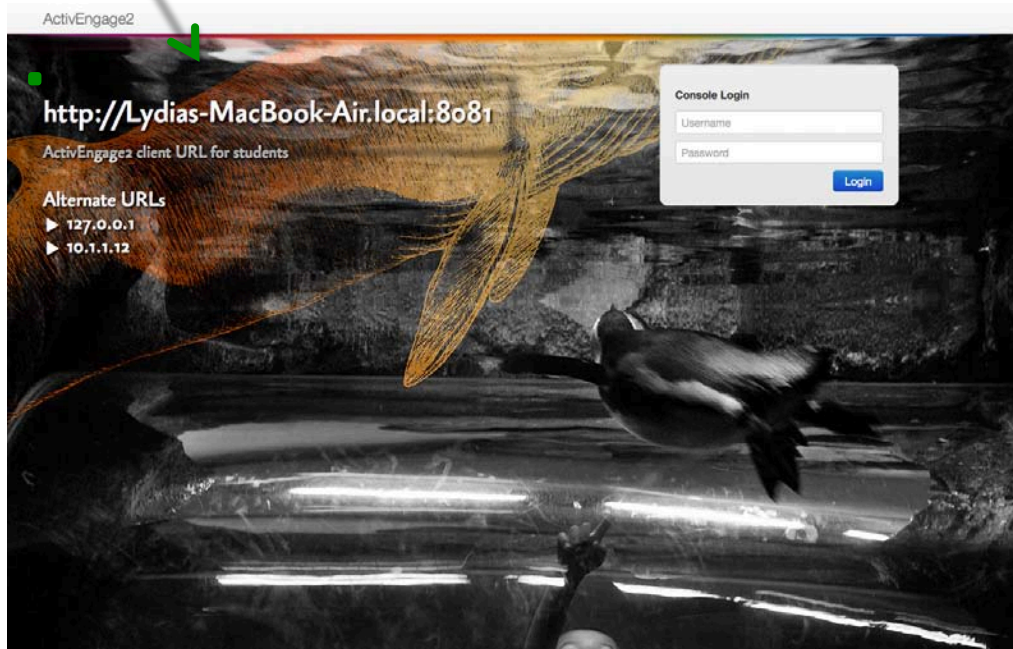
2. Open you control Panel.

3. Open your ActivEngage2 tab.

4. Open the 'Open configuration in browser' by selecting the link.

5. You should now see the following screen on your browser. Students will need access to the URL server address shown on your screen when registering their ActivEngage2 devices.

If your URL server address does not appear, go back to your control panel and copy the same link. Paste this link in a different browser – for example, if it did not appear in Explorer, paste the link into Firefox or Safari.

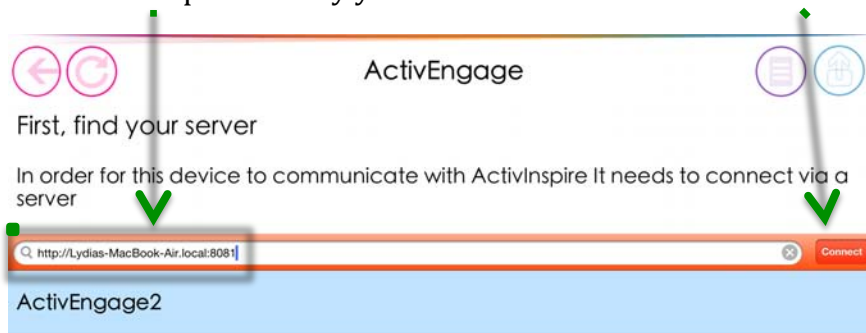# How to register ActivEngage2 Devices STUDENT
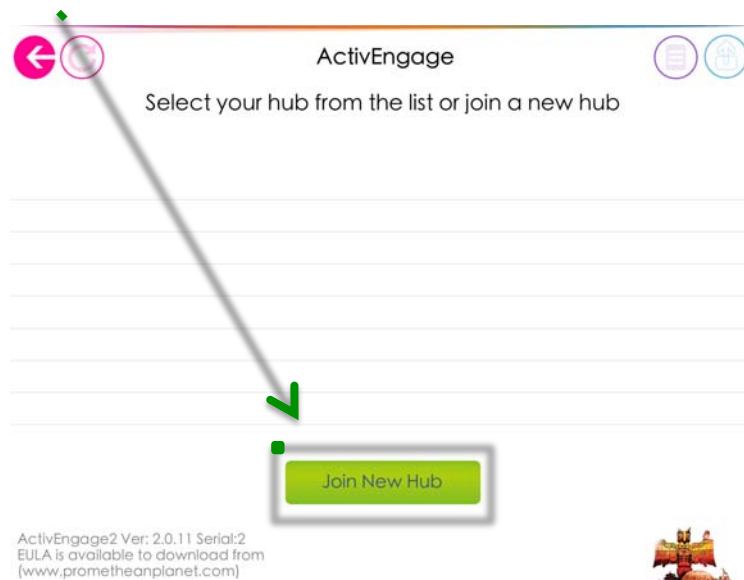
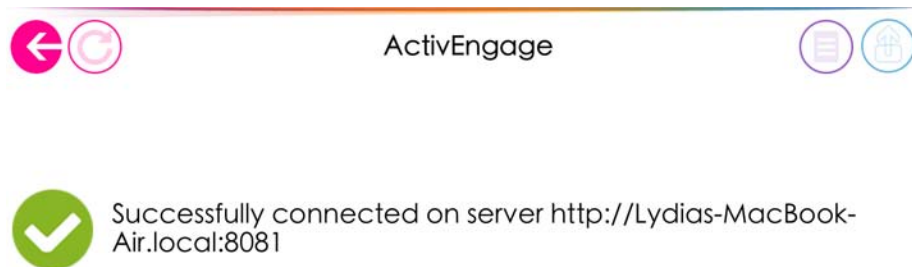1. Open your ActivEngage2 app

   Or open your web browser.

2. Enter the server URL provided by your teacher and then select 'connect'.
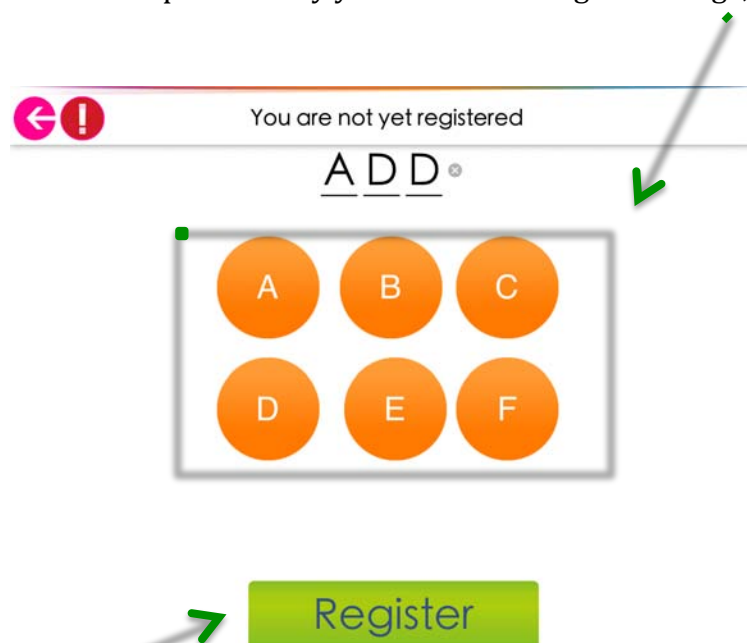

3. Select 'Join New Hub'.

4. The screen below will appear.

Your teacher will then begin the registration process and your screen will change to the below image. Enter the code provided by your teacher using the orange, round letter buttons.
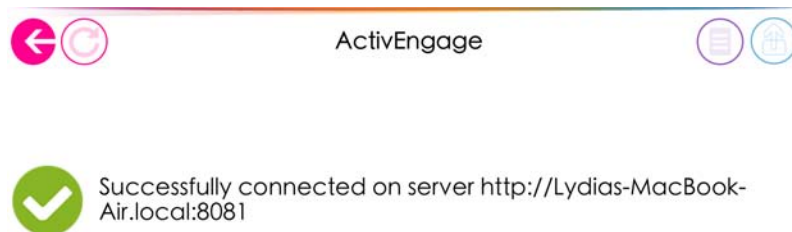

Then select the 'register' button.

5. You may now be given the option to name your device. It is vital you follow your teacher's instructions to name your device appropriately in the text box provided.

Once you have entered your name, select the blue send button in the top right corner of your screen.

6. Now that you are successfully registered, your screen should display 'ready for questions'.
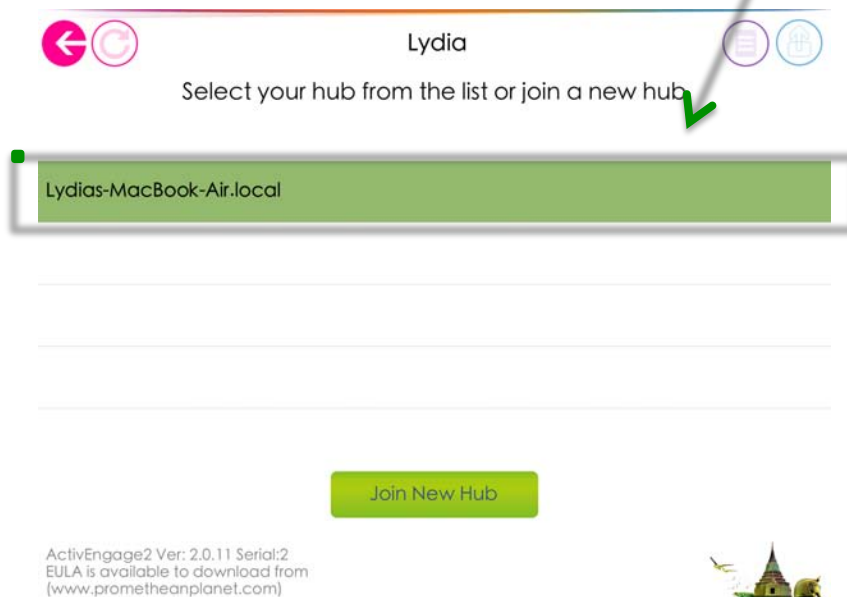
How to re-connect already registered ActivEngage2 Devices
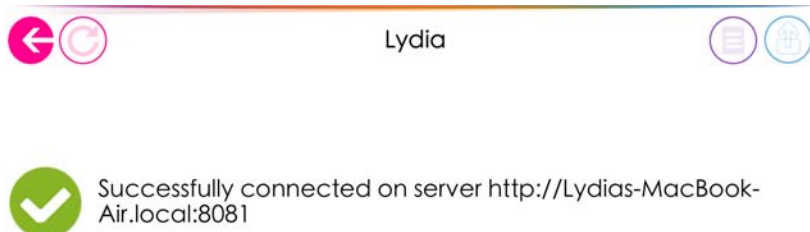
1. Open your ActivEngage2 app

   Or open your web browser.

2. Any teachers you have previously registered with will be listed. Select the hub you wish to re-connect with.

3. You will now see the following screen. This indicates you have re-connected with your teacher, and you are ready to go!