Create a REEF Instructor Account:

1. Click on the REEF Polling icon on your computer to open the log-in window.

2. Click on **create account**.
2. Then you’ll need to complete the form.

- Search Institution: **UTEP**
- Enter your First and Last Name
- Use your **UTEP** email address
- Create a password (recommended use same as UTEP)
- Leave “Instructor Remote ID” **blank**.
- Make sure to click on “Agree to the Privacy Policy and Terms of Use”.
- Click on **Create**.
How to create a Course:

1. Click on **New Course** button.

2. Fill out the form:
   - Institution: **UTEP**
   - Course Name: Subject #### CRN ##### Semester/Year
     (When naming your course use the above format)
   *Any other information on form is optional.*

3. Click on “Create”.
When you create a course, the course name will appear in the courses list on the left side of the screen.

**Now that you have created your course make sure your students have a REEF account so they can add your course and you can start using REEF polling in your class.**