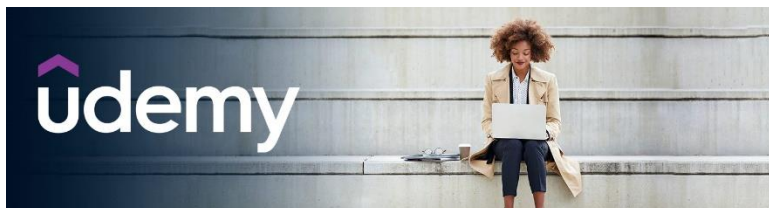


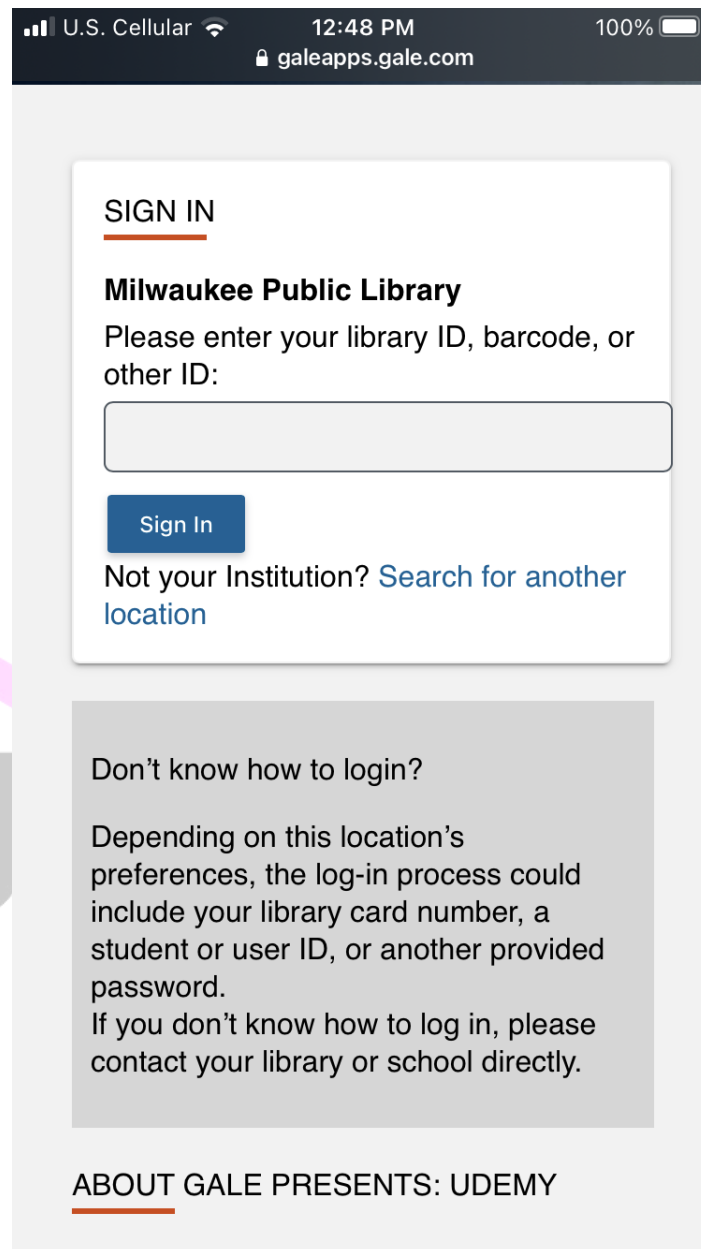
Udemy Business - First Time App Setup*



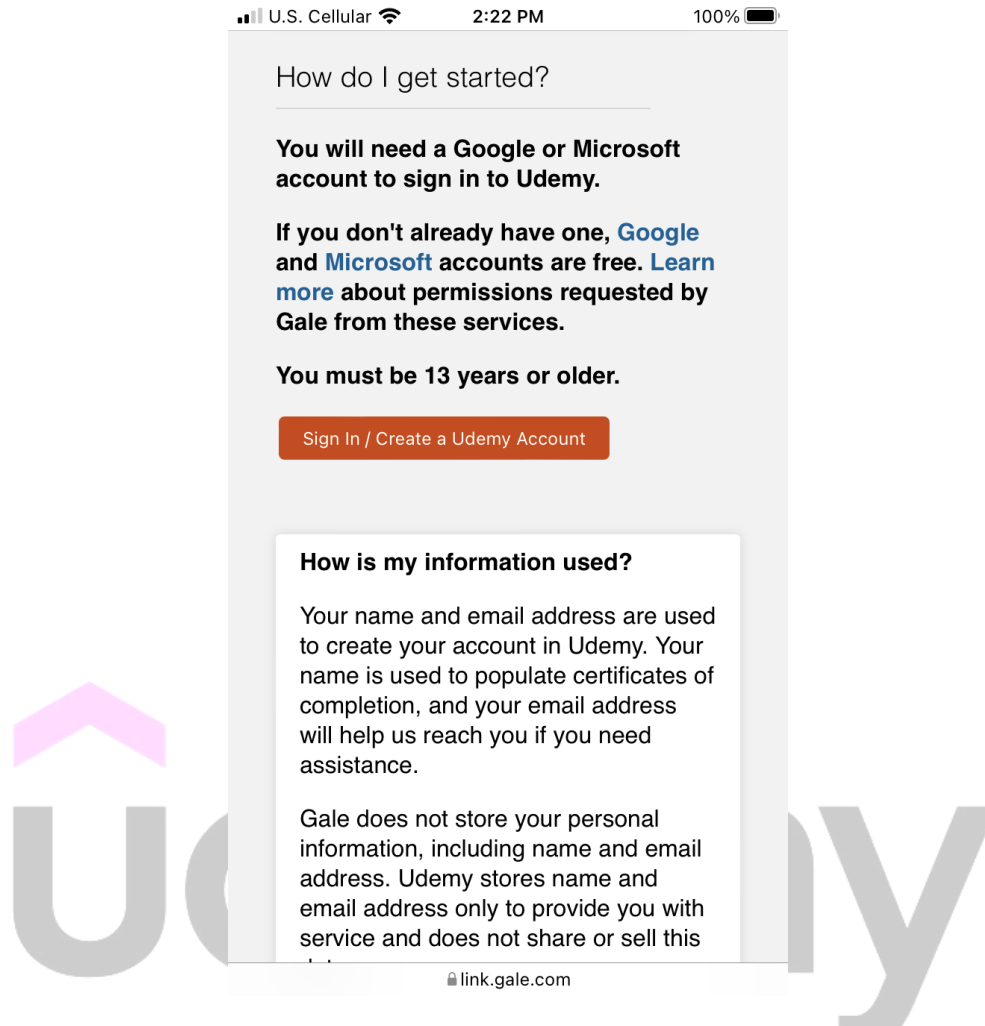
1. Install the *Udemy Business* app from your app store. Install for [Android](#) or for [iOS](#).
2. Open *Udemy Business* app.
3. Enter gale as the name of your organization's account, then select Next.
4. Select Public Library and enter the name of your home library. For the Milwaukee Public Library, for example, enter in Milwaukee and choose the second option.

The screenshot shows the 'FIND YOUR INSTITUTION' screen in the Udemy Business app. At the top, the status bar shows 'U.S. Cellular', '12:47 PM', and '100%' battery. Below the status bar, the URL 'galeapps.gale.com' is visible. The main heading is 'FIND YOUR INSTITUTION' with a red underline. Underneath, the 'Type:' section has three radio button options: 'University / College', 'K12 / Primary School', and 'Public Library' (which is selected). Below this is a search input field containing the text 'Milwaukee' and a magnifying glass icon. A note below the search field reads: 'Use the full library name and avoid abbreviations. Ex: "University of Michigan", "Fox Meadow School", "Homer Public Library"'. Below the note is an 'OR' option with a location pin icon and a blue button labeled 'Use your location'. At the bottom, the text says 'We found 3 Public Library location(s) matching "Milwaukee":'. Three search results are listed: 'Milwaukee County Federated Library Syst' (Milwaukee, WI, United States - 53233), 'Milwaukee Public Library' (Milwaukee, WI, United States - 532-332309), and 'South Milwaukee Public Library' (South Milwaukee, WI, United States - 531-722003).

5. If prompted, enter your Library card number, then click Sign In.



6. You will need to click to select your home library again.
7. On the next page, find the orange button that is labelled Sign In / Create a Udemy Account



8. You will need to sign in using either Google or Microsoft. Click to choose a sign in method

9. Follow sign in instructions.

10. If you are not redirected back to the Udemy Business app, completely close and reopen the app to be signed in.

*Steps may vary depending on your device and operating system.