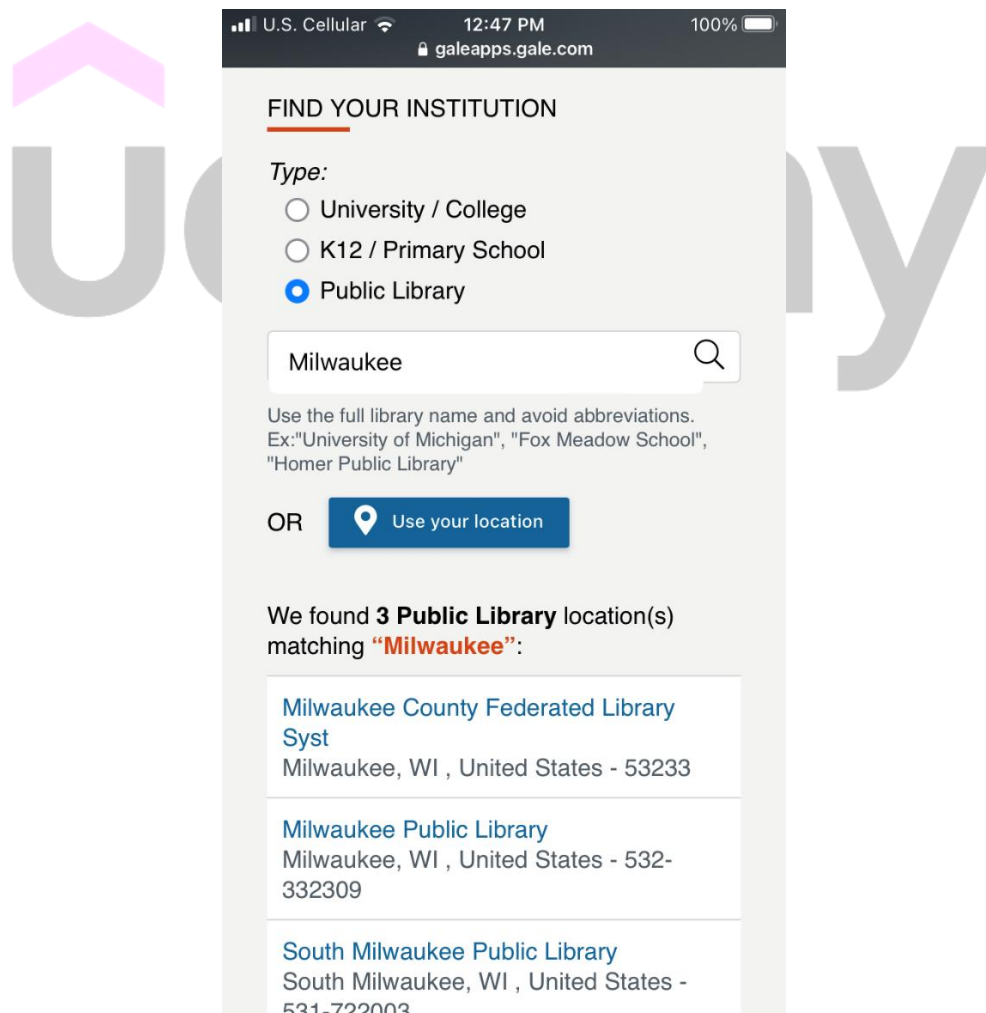


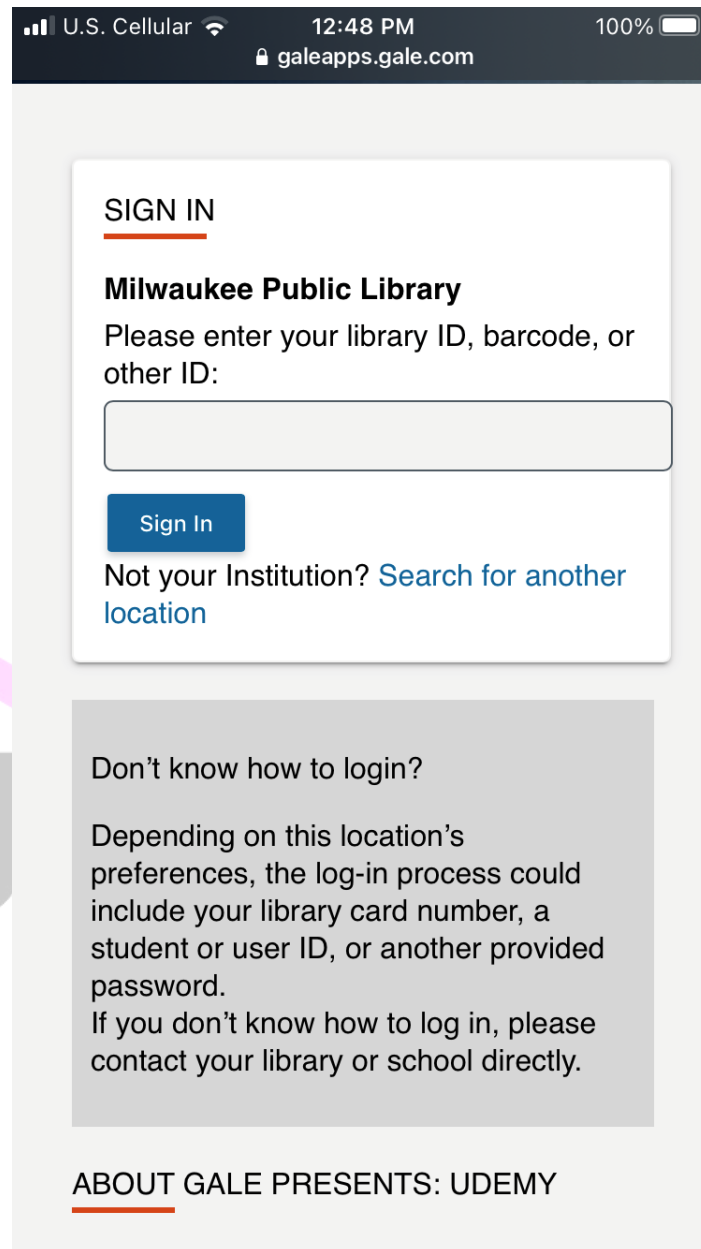
Udemy Business - First Time App Setup*



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.



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 Udemmy Account**

How do I get started?

You will need a Google or Microsoft account to sign in to Udemy.

If you don't already have one, Google and Microsoft accounts are free. [Learn more](#) about permissions requested by Gale from these services.

You must be 13 years or older.

[Sign In / Create a Udemy Account](#)

How is my information used?

Your name and email address are used to create your account in Udemy. Your name is used to populate certificates of completion, and your email address will help us reach you if you need assistance.

Gale does not store your personal information, including name and email address. Udemy stores name and email address only to provide you with service and does not share or sell this

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.