

## TOP HAT – CREATE A STUDENT ACCOUNT

The University Center for Teaching and Learning has documented all tools provided in this document. This serves as a guide to finding that documentation. You can always contact them by the following means:

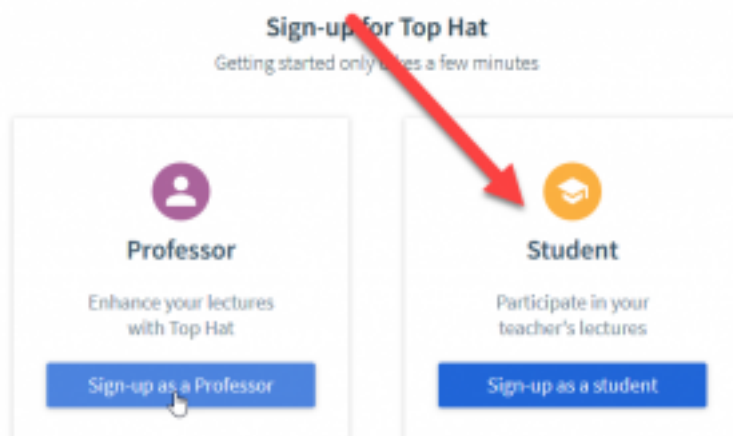
University Center for Teaching and Learning  
Support Hours: Monday – Friday 8-5  
Phone: 412-648-2832  
Email: [teaching@pitt.edu](mailto:teaching@pitt.edu)

CSSD Technology Help Desk  
Support Hours: 24/7/365  
Phone: 412-624-4357  
Email: [helpdesk@pitt.edu](mailto:helpdesk@pitt.edu)

### CREATE A STUDENT ACCOUNT IN TOP HAT

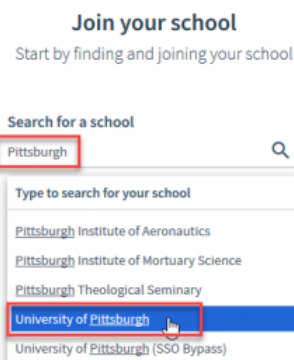
If your instructor is using Top Hat, it is important for you to create an account, ideally before the first day of class.

1. Go to <https://app.tophat.com/register/> to sign up for a new Top Hat account. (Use Chrome or Firefox only)
2. Choose Student account.



3. Type in “Pittsburgh” and select the correct school.

It is important to select the correct University of Pittsburgh listing as shown by the image. Do **not** select SSO Bypass.



4. You will be prompted to sign on through the Pitt Portal.

- Fill out your Pitt Portal information and click “Submit”.
- Use the Pitt username that you log into the Pitt Portal to access Blackboard courses
- The duo authentication screen will come up; complete this process
- Be sure to have your phone or whatever device you use nearby for duo authentication



The screenshot shows the Pitt Passport login interface. At the top, there is a blue header with the University of Pittsburgh logo and name, and a yellow bar with the text "Pitt Passport". Below this, there are two input fields: "Username" with the placeholder text "Enter username" and "Password" with the placeholder text "Password". A yellow "Submit" button is located below the password field. At the bottom, there are two links: "Forgot password?" and "Need Help?".

5. Enter your account details, agree to the terms and conditions, and click “Next.”

After duo authentication, you may have to click back on Top Hat website tab to finish this step.

6. At the Lobby screen, click “Add Course” and then enter the Join Code your instructor sent you.



7. Find the course from the search list and click “Enroll”.