

## Creating a Top Hat Basic instructor account

Access the Top Hat login page using an up-to-date browser (Chrome, Safari, Firefox, Edge):  
<https://app-ca.tophat.com/login>

Create a new account:

TOP HAT

### Log in to Top Hat

Welcome back! Please log in below

School

Type to search for your school

Don't have an account yet? [Create one](#)

Join your school – type Aston in the box and select **Aston University** (unless you are in the Medical School or Pharmacy School, in which case chose that option) and select Next Step:

TOP HAT

1 2 3 4  
School Account Phone Course

### Join your school

Start by finding and joining your school

School

Aston University  
Aston University - Medical School  
Aston University - Pharmacy School  
Gaston College

TOP HAT

1 2 3 4  
School Account Phone Course

### Join your school

Start by finding and joining your school

School

Next Step

Complete your profile and select Next Step. The password must NOT be your Aston password; choose another new one that is easy to remember but hard to guess. Why not use three memorable words e.g. rubberHORSEknee?

**TOP HAT**

1 2 3 4  
School Account Phone Course

### Complete your profile

Enter a few details to create an account

**School**

Aston University

**First Name** (Required) **Last Name** (Required)

Lucy Student

**Email Address** (Required)

lss\_nx04@aston.ac.uk

**Password** (Required)

.....

[Show password](#)

I agree to the [Terms of Service](#) and [Privacy Policy](#)

**Next Step**

You can add a mobile phone number for added security – you will be sent a code by text message every time you log on, just like you do for online banking. Enter the verification code you have been sent to complete setting this up. You can skip this step if you prefer:

**TOP HAT**

1 2 3 4  
School Account Phone Course

### Add a mobile phone

Adding a mobile phone adds another layer of security to your account

**Mobile Phone Number** (Optional)

GB +44

You will be sent a 4-digit verification code to confirm your number. Your number will always be kept private.

**Send verification code**

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1 2 3 4  
School Account Phone Course

### Add a mobile phone

Adding a mobile phone adds another layer of security to your account

**Verification Code** Example code: 7528

3676

**Confirm**

[Skip](#)

## Create your first course:

**TOP HAT**

1 2 3 4  
School Account Phone Course

**Create your first course**  
If you teach more than one, you will be able to set other courses up later.

**Course Name** (Required)  
Eg. Chemistry 101

**Course Code** (Required)  
Eg. CHEM101

**Subject** (Required)  
Eg. Chemistry

**Course Start Date** (Required)  
Select month  Select year

**Create your first course**

[Skip course creation](#)

**TOP HAT**

1 2 3 4  
School Account Phone Course

**Create your first course**  
If you teach more than one, you will be able to set other courses up later.

**Course Name** (Required)  
Aston demo course

**Course Code** (Required)  
AD1001

**Subject** (Required)  
Education

**Course Start Date** (Required)  
October  2020

**Create your first course**

[Skip course creation](#)

You're done! Next time, just access the Top Hat login page at <https://app.tophat.com/login> and log in using your email and new password. If you set up your mobile phone verification you'll also need to enter the code you have just received by text.

  
**TOP HAT**

**Log in to Top Hat**  
Welcome back! Please log in below

**School**

**Email**

**Password**

**Login**

[Forgot password?](#)

Top Hat offers lots of online support including tutorials for [academics](#) and their [students](#).

- Note that Top Hat is not currently a centrally supported system, so the TEL Team and Digital Services/Solve are unable to help with problems.

## Inviting your students to create a Top Hat account

Students must have a Top Hat account to be able to participate in polling, and must log in to that account at the start of every polling session.

If they install the free Top Hat app on their phone or tablet it will remember their login details and provide easy access to all their courses that use Top Hat.

See the [online help](#) for a step-by-step guide to inviting your students to create a Top Hat account and join your course.

Note that students must log in to Top Hat's Canadian server:

<https://app-ca.tophat.com/login>

This also applies if they join your course using its six-digit **Join code** – if they go to Top Hat's US server (<https://app.tophat.com/login>) they won't be able to find your course!