

## Getting Started with the Tools

This tutorial will demonstrate how to create a CEDS user account so you can access the full capabilities of the Align and Connect tools. Without an account, you can search maps and Connections that have been shared with all, but to create your own maps and Connections, and to use myConnect, you must be registered. This tutorial will also cover how to log in to your CEDS user account.

### Creating a CEDS User Account (Topic 1)

In this section, we will explain how to create a CEDS user account.

To create a CEDS user account, click on *Create an Account*, in the top right corner of the CEDS website. Enter your name and email address. Next, create a username and password. The password must be 8-14 characters and contain at least one uppercase letter, one lowercase letter, one number, and one special character such as @ or %. Please note that passwords cannot contain spaces. Next, choose your location and role or organization type using the drop-down menus provided.

At the bottom of the screen are four notifications that you can choose to activate. The first alerts you whenever a new resource is added to the CEDS website. A resource is an item of interest from CEDS or an external party. The second alerts you whenever a new map has been shared with all. The third alerts you whenever a new Connection has been shared with all. The fourth is a general CEDS website alert. Select your preferences now, and you can always change them later from your User Profile.

When you have filled in the information, select *Create Account*. An email will be sent to the address you provided. The email will contain an activation link. Once you click the link, you can begin accessing your account.

If you need to change your preferences setup during account creation, log in and beside your name you will see the word “(profile).” By clicking on this, you will be taken to your user account information.

### Logging In and Accessing the CEDS Tools (Topic 2)

Now that you have created a CEDS account, you can create maps, build Connections, and use myConnect in the CEDS tools.

To log in, enter your username and password on the CEDS homepage and select *Log In*.

If you forget or lose your username or password, use the *Forgot User Name* or *Password* links under the login fields for help. The system will help you retrieve your username or reset your password.

To access Align, Connect, myConnect, or Explore, hover over Tools in the green menu bar and choose the tool you would like to use.

This completes the tutorial Getting Started with the Tools.