

Getting Started with the Tools

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

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-hand corner of the CEDS website. After selecting *Create an Account*, enter your name and e-mail address. Next, create a username and password. The password must be 8-14 characters in length and contain at least one uppercase letter, one lowercase letter, one number, and one special character, such as @ or %. Next, choose your location and role or organization type using the drop-down menus provided. At the bottom of this screen are four possible notifications to set. The first is to alert you whenever a new resource is added to the CEDS Website. A resource is an item of interest from CEDS or from an external party. The second is to alert you whenever a new map has been shared with all on the CEDS Website. The third is to alert you whenever a new Connection has been shared with all on the CEDS Website. The fourth is a general CEDS Website alert. You can always change your preferences later from your User Profile.

When you have completed the information select *Create Account*. An email will be sent to the address provided during your account setup. The email will contain an activation link. Once you access the link, you can begin accessing your account. If you need to change your preferences setup during account creation, log in to the CEDS Website and beside your name you will see the word "(profile)." By clicking on the word Profile 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, simply enter your username and password on the CEDS homepage and select *Log In*.

If you forget or lose your user name 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 CEDS Tools