Quick Start Tutorial #1: Create an Account

Before you begin

Before you create an account, please read the DataSource Terms and Conditions to understand our privacy policy as well as the terms to which you are agreeing. By creating an account, you are automatically agreeing to these terms and conditions.

Access DataSource

Find the DataSource system online at www.DataSourceColumbus.org.

Create your user name and password

Take the following steps:

Step	Action
1	Click the top menu bar link **Log in/Create an account**.
2	At the Log In page, click **Create an account**.
3	At the account creation page, enter your email as your username.

Quick Start Tutorial #1: Create an Account, *continued*

Create your user name and password, *continued*

| Step	Action
4	Enter your unique password (twice); passwords should be at least eight characters and contain letters, numerals, and special characters.
5	Enter your postal code. *Please see the Terms & Conditions page for information about the DataSource privacy policy.*
6	Click **Create Account.**

Your registration is acknowledged

Next you'll see the registration acknowledgment page. It tells you that an email has been sent to the address you entered when you created your account.
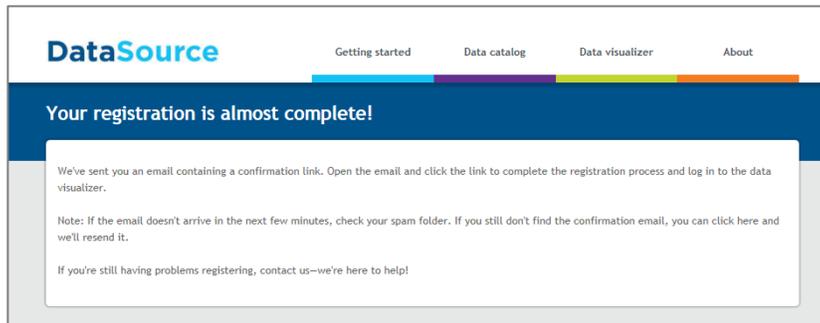
On this page, you can also find a link to resend the registration email or to ask for help.

Click on your email link

In a few minutes, check your email for a confirmation link for your new DataSource account.
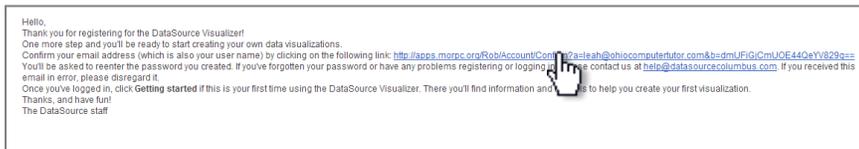
You must click on the link in the email to confirm your email address and complete your account setup. If you do not receive the email, check your junk or spam folder in case it was sent there.