



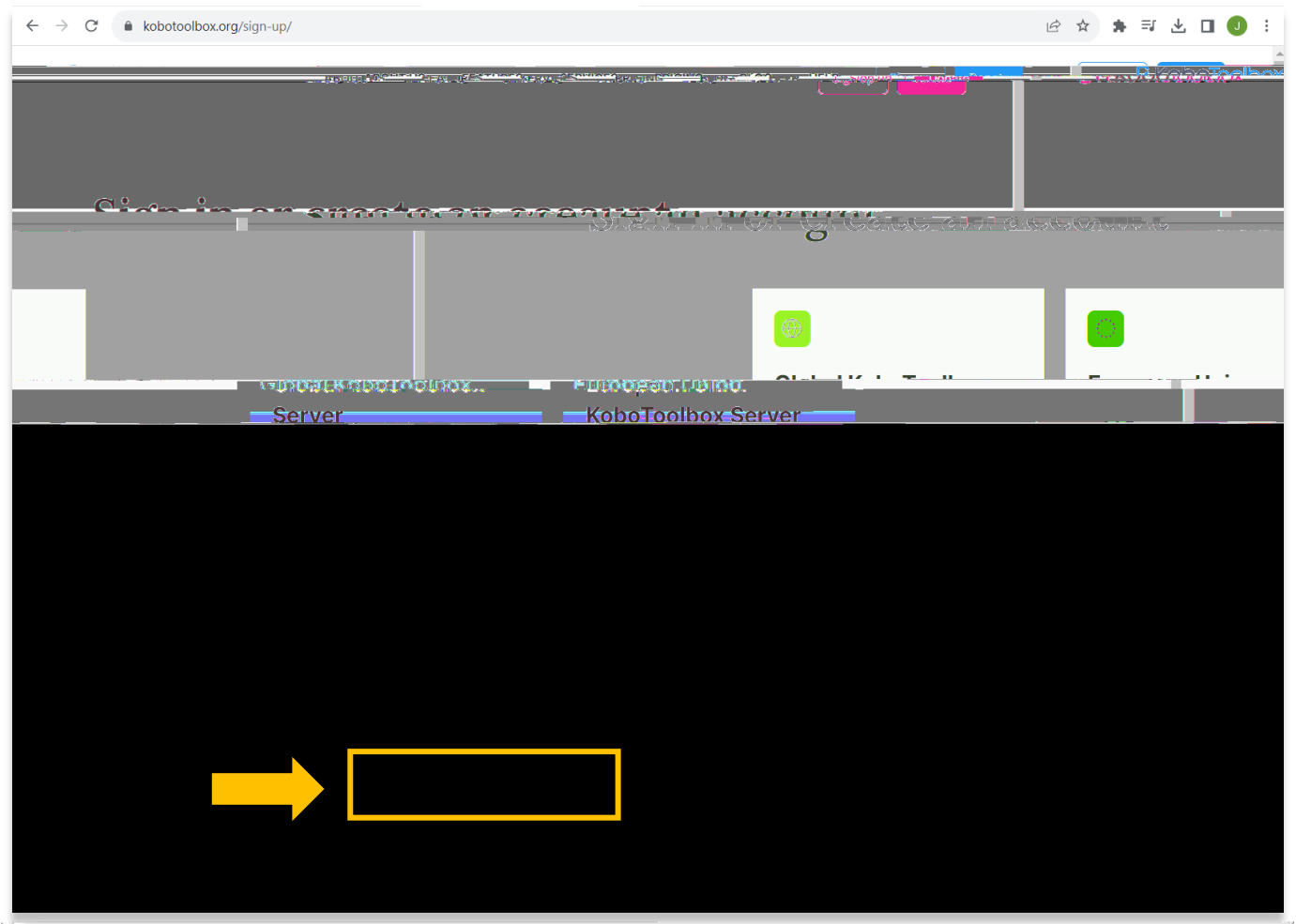
KOBO TOOLBOX

Creating a User Account (01.01)

William Reynolds

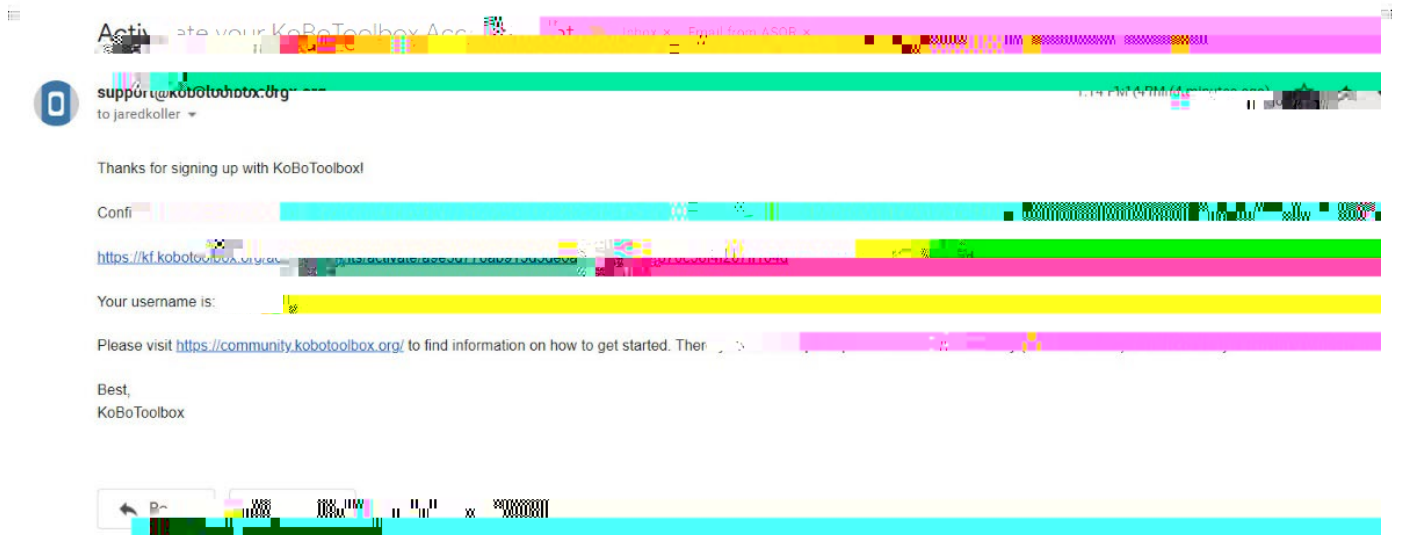
Jared Koller

2. Select **Create an Account** from the “Global KoboToolbox Server” option.

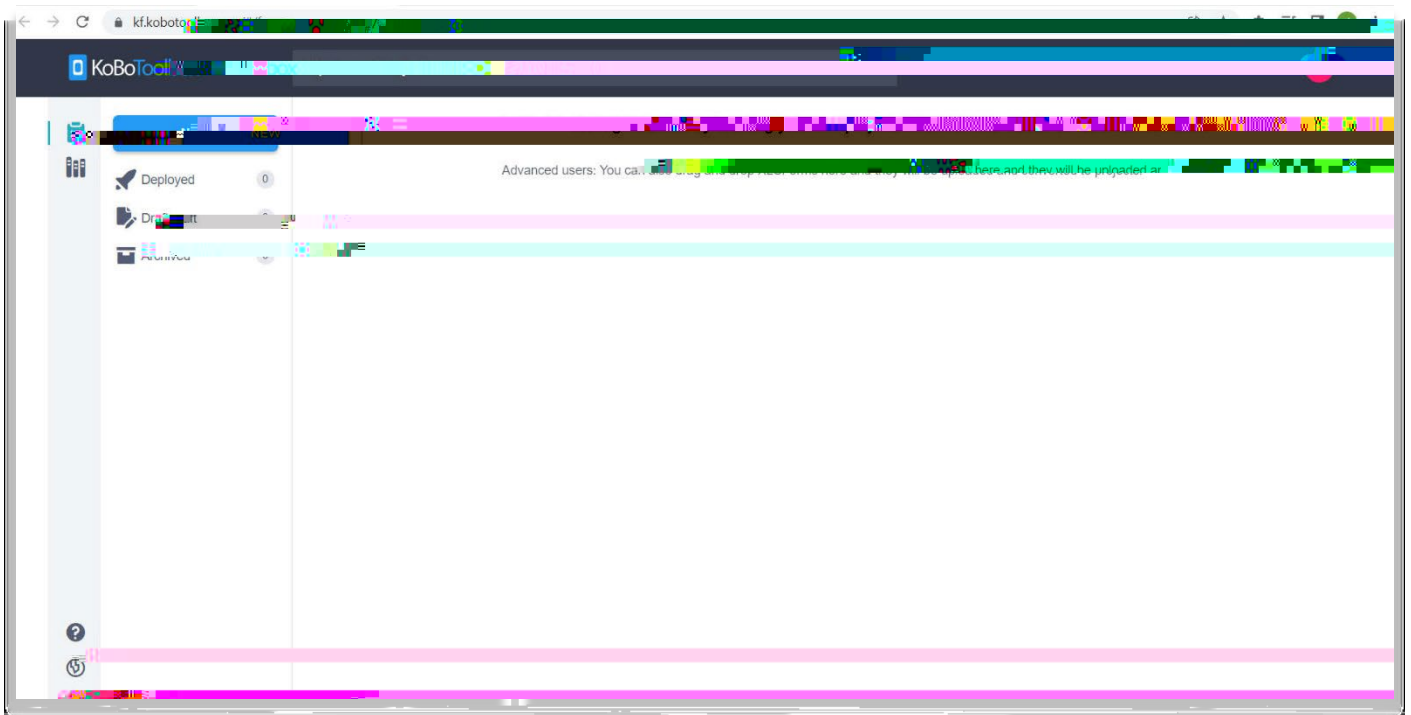


3. Complete the registration form. Only fields with **red *** require an entry, but you can fill out all fields if you wish. Required fields are **Name**,

4. Open up your email platform (Gmail, Outlook, Apple Mail...etc.) to find an account activation email from KoBoToolBox. Click on the link provided in that email to complete your registration.



5. You will be redirected back to the KoBoToolBox dashboard on your web browser as a signed in user. Congratulations! You are now signed up. This will be the main screen that you will use in the future to manage projects and data that you collect in the field.



6. If you aren't automatically logged in, you can return to the KoBoToolBox login webpage: <https://kf.kobotoolbox.org/accounts/login/>. Use your newly created Username and Password to login.



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