KOBO TOOLBOX

Creating a User Account (01.01)

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ABOUT KOBO TOOLBOX

KoBoToolbox is a free and open source software package for location and descriptive data collection. Information can be collected at heritage sites through tablets and phones using the KoBoCollect app or through the web browser interface, even when those devices are offline. Location and descriptive data recorded in the field can then be synched up with GIS software once an internet connection has been reestablished.
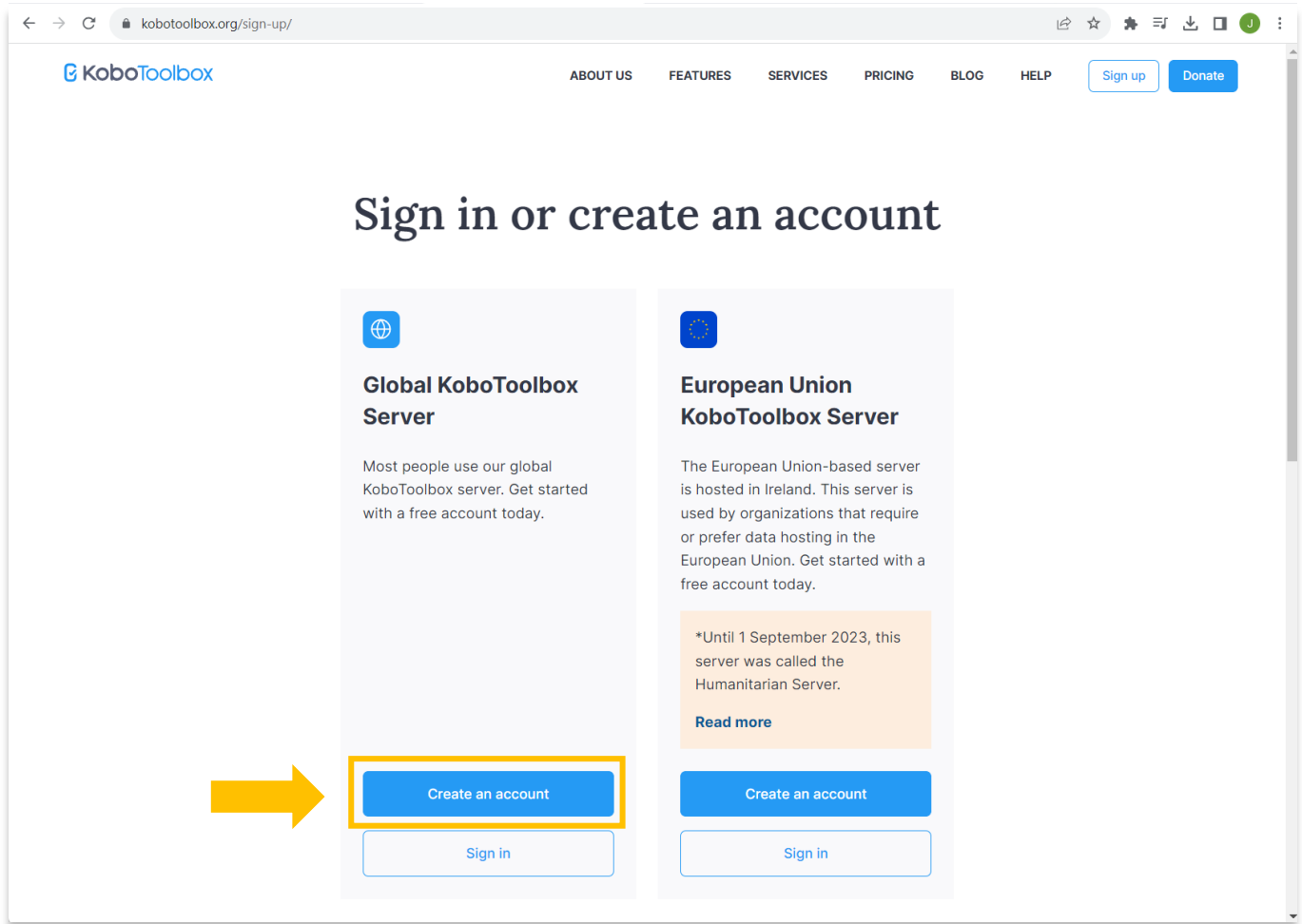
This **ASOR Tutorial (01.01)** will cover how to create a KoBoToolBox account for the first time on a desktop computer, laptop, and tablet.
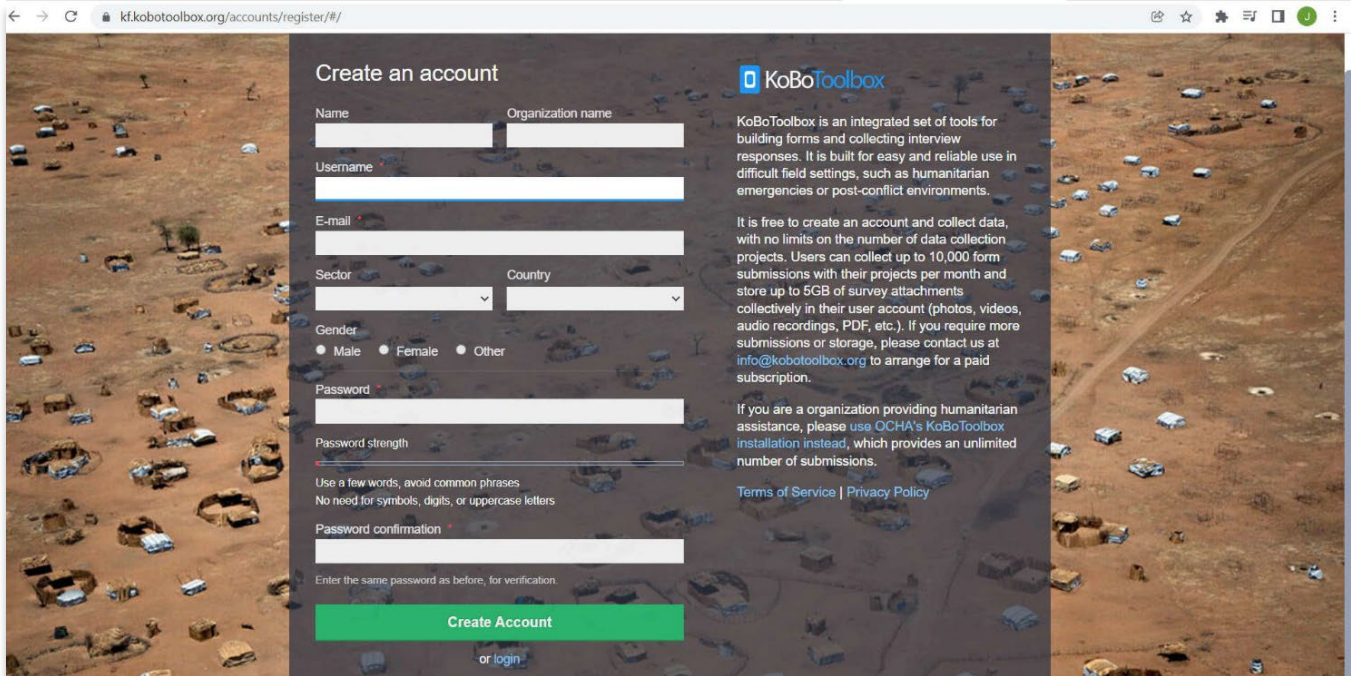
WORKFLOW

1. Open up the KoBoToolBox website through a web browser: https://www.kobotoolbox.org/. Select **Sign up** from the top navigation.

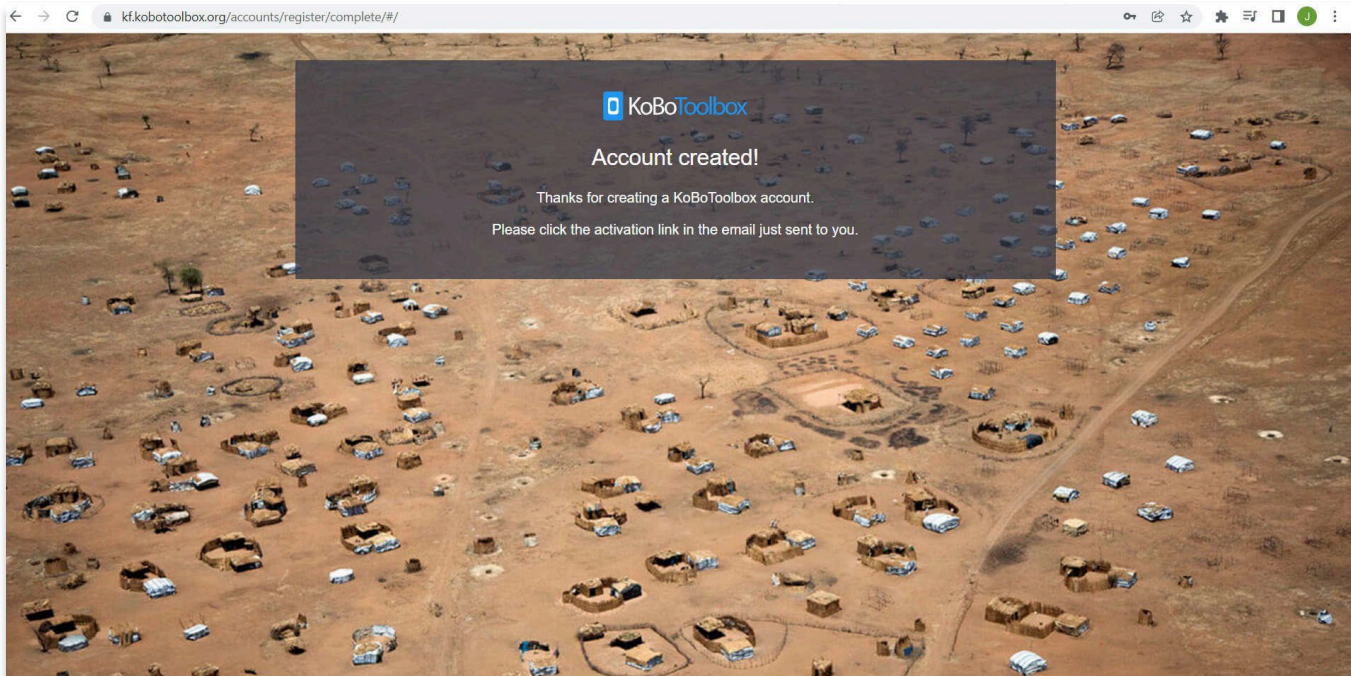2. Select Create an Account from the "Global KoboToolbox Server" option.

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**, **Username**, **Email**, and **Password**. It is important to enter a functioning email address because you will use this to activate your account in the next step. Once you have completed the form, select Create Account.
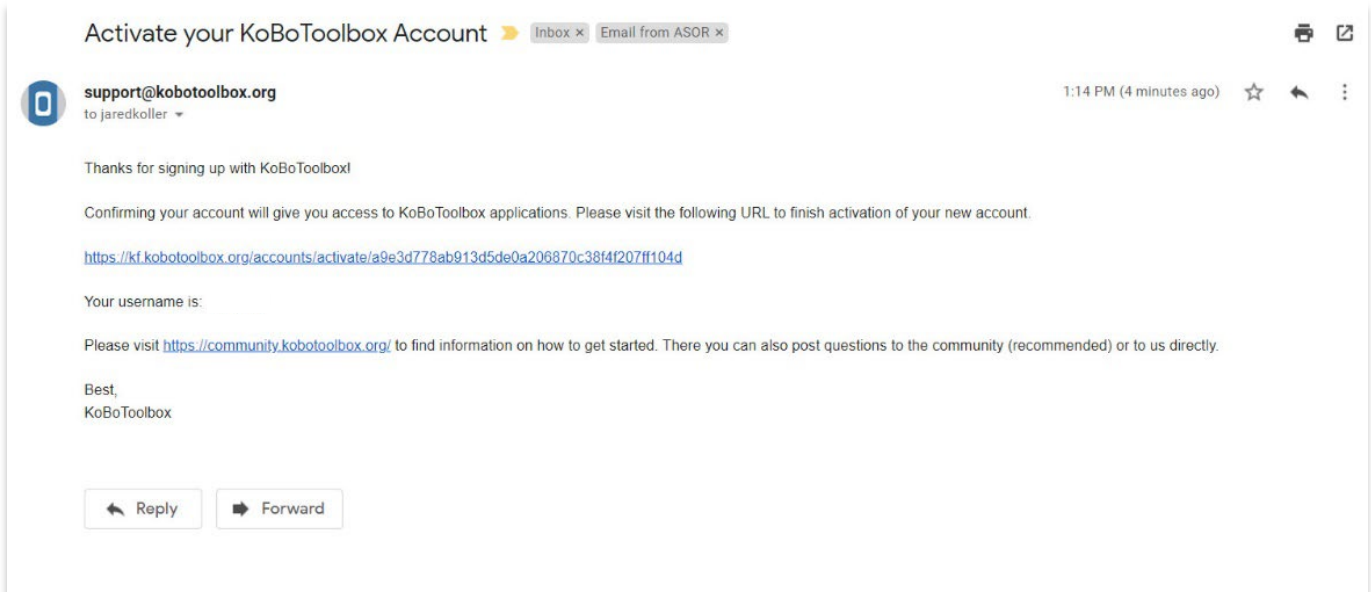
4. Open up your email platform (Gmail, Outlook, Apple Mail...etc.) to find an account activation email from KoBoToolBox. Click on the link provided in that email to complete your registration.

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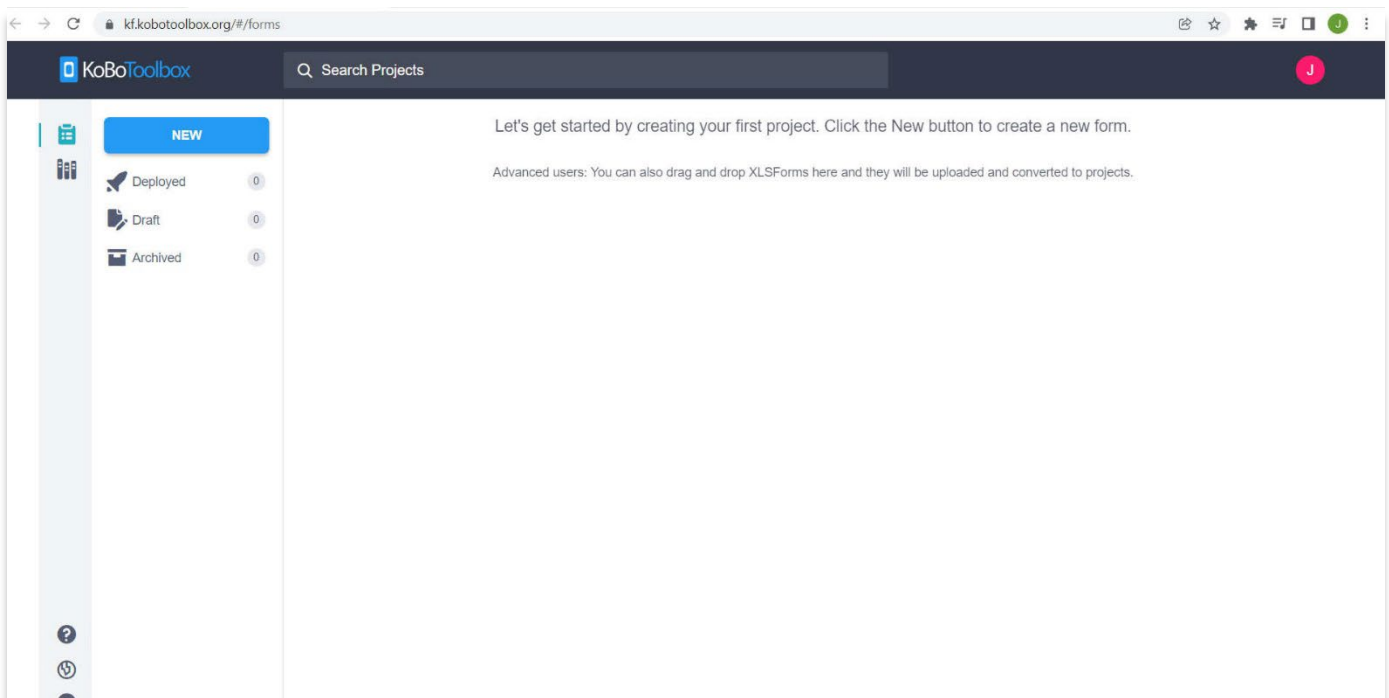
6. If you aren't automatically logged in, you can return to the KoBoToolBox login webpage: https://kf.kobotoolbox.org/accounts/login/. Use your newly created Username and Password to login.
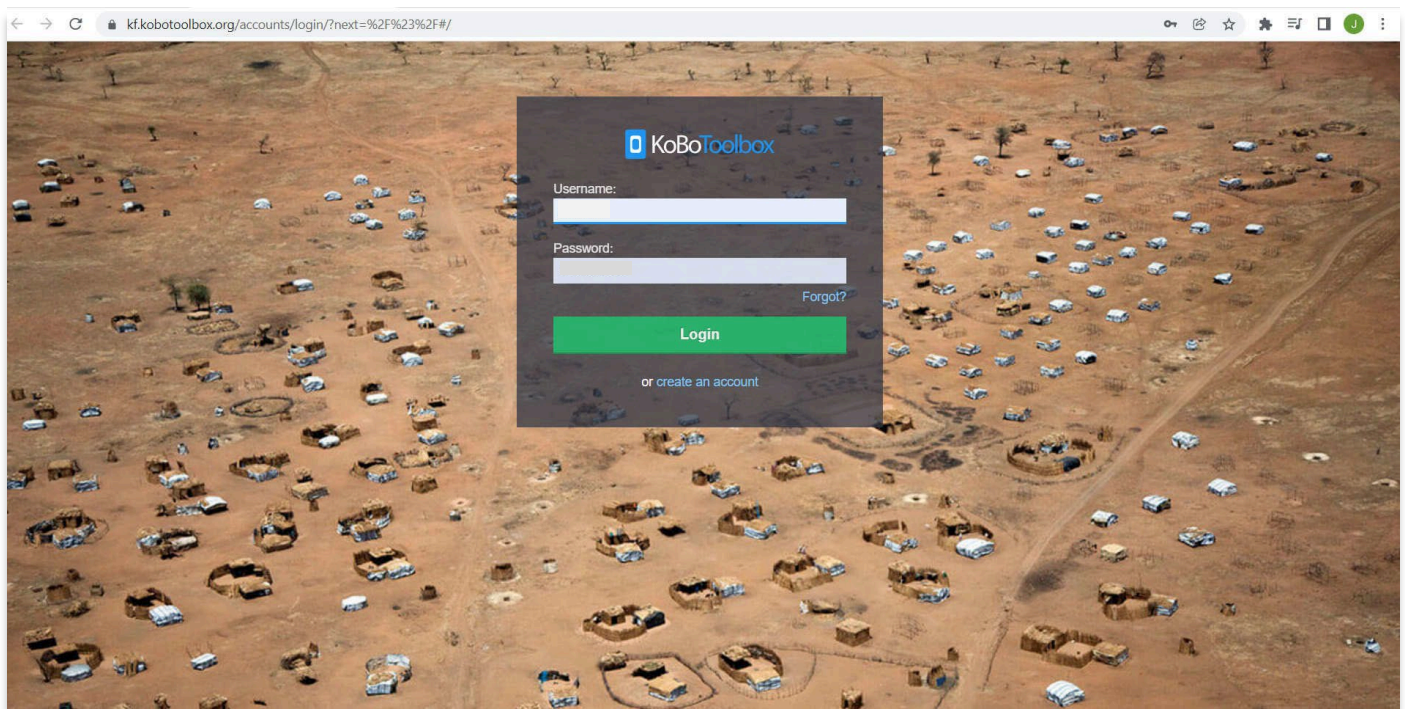
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