



# KOBO TOOLBOX

Creating a User Account (01.01)

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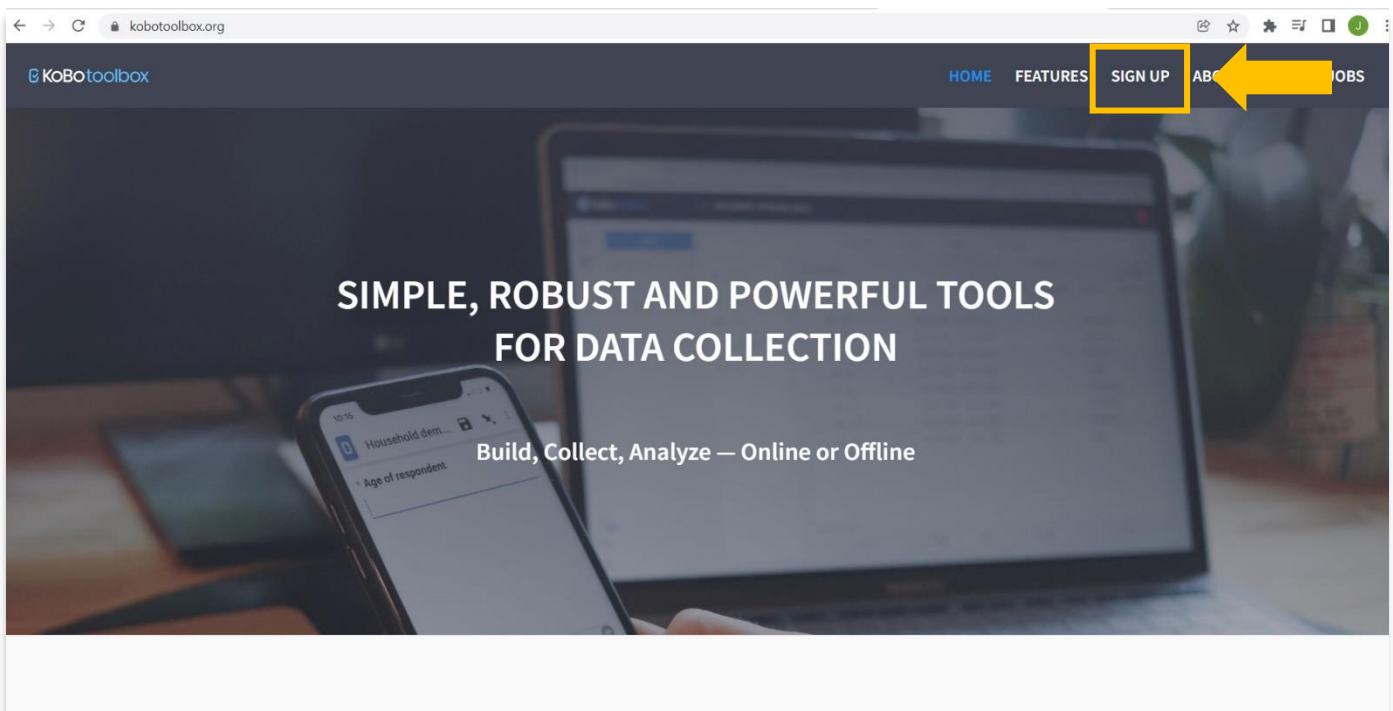
## ABOUT KOBO TOOLBOX

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.

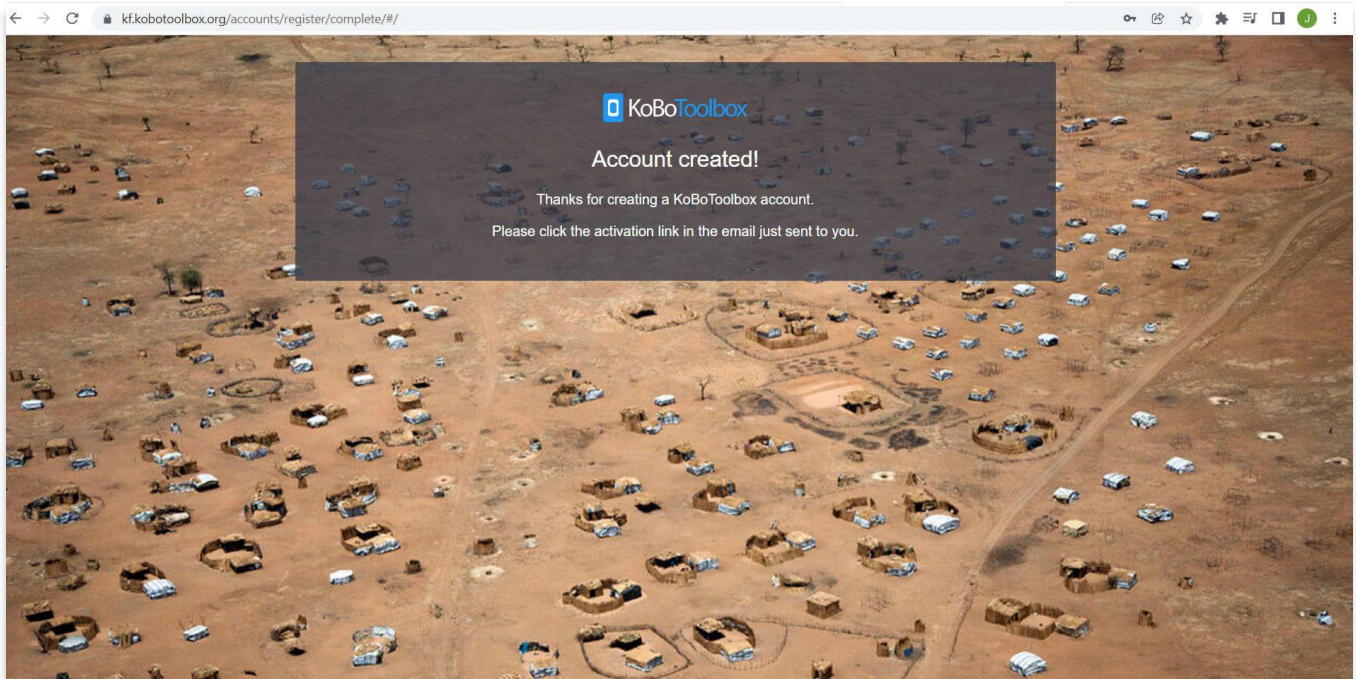


2. Select **Create an Account** from the “Researchers, Aid Workers & Everyone Else” option.

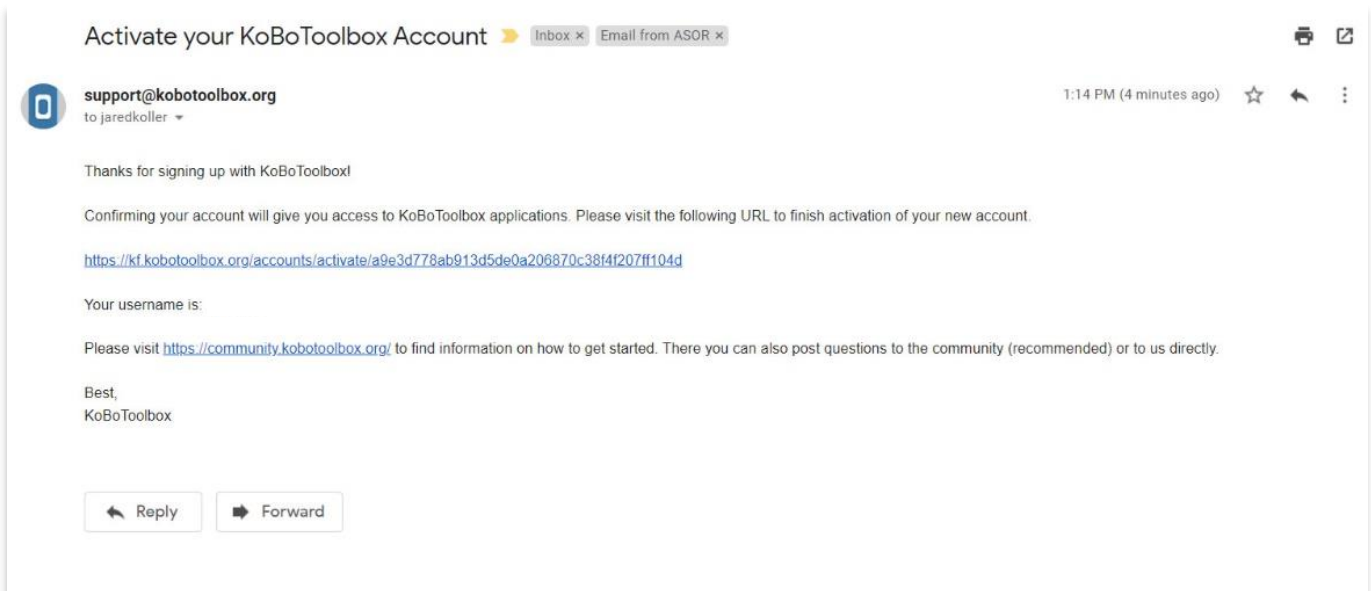
The screenshot shows the KoBoToolbox homepage. The navigation bar includes links for HOME, FEATURES, SIGN UP, ABOUT, HELP, and JOBS. The main heading is 'GET STARTED'. Below it, a message states: 'Get started with KoBoToolbox now, it's free and it takes under a minute. We have two publicly-available instances of KoBoToolbox you can choose from:'. There are two boxes representing different instances. The left box is titled 'Unlimited Use for Humanitarian Organizations' and lists features: 'Provided by UN OCHA', 'Unlimited Submissions', 'Unlimited Data Storage', and 'Unlimited Projects'. It has a 'CREATE AN ACCOUNT' button and a link to 'login'. The right box is titled 'Researchers, Aid Workers & Everyone Else' and lists features: 'Provided by KoBoToolbox', '10,000 Submissions Per Month', '5GB of Data Storage Per Month', and 'Unlimited Projects'. It also has a 'CREATE AN ACCOUNT' button and a link to 'login'. A yellow box highlights the right box, and a yellow arrow points to it from the right. Below the boxes, there is a paragraph: 'For more information on the differences between the two servers and to help determine which one is right for you, please read our [Which Server Should I Use?](#) support article.' and another paragraph: 'Advanced users can also install KoBoToolbox on their own server (or on a local machine) using Docker. See our [kobo-install](#) repository on GitHub for details.'

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**.

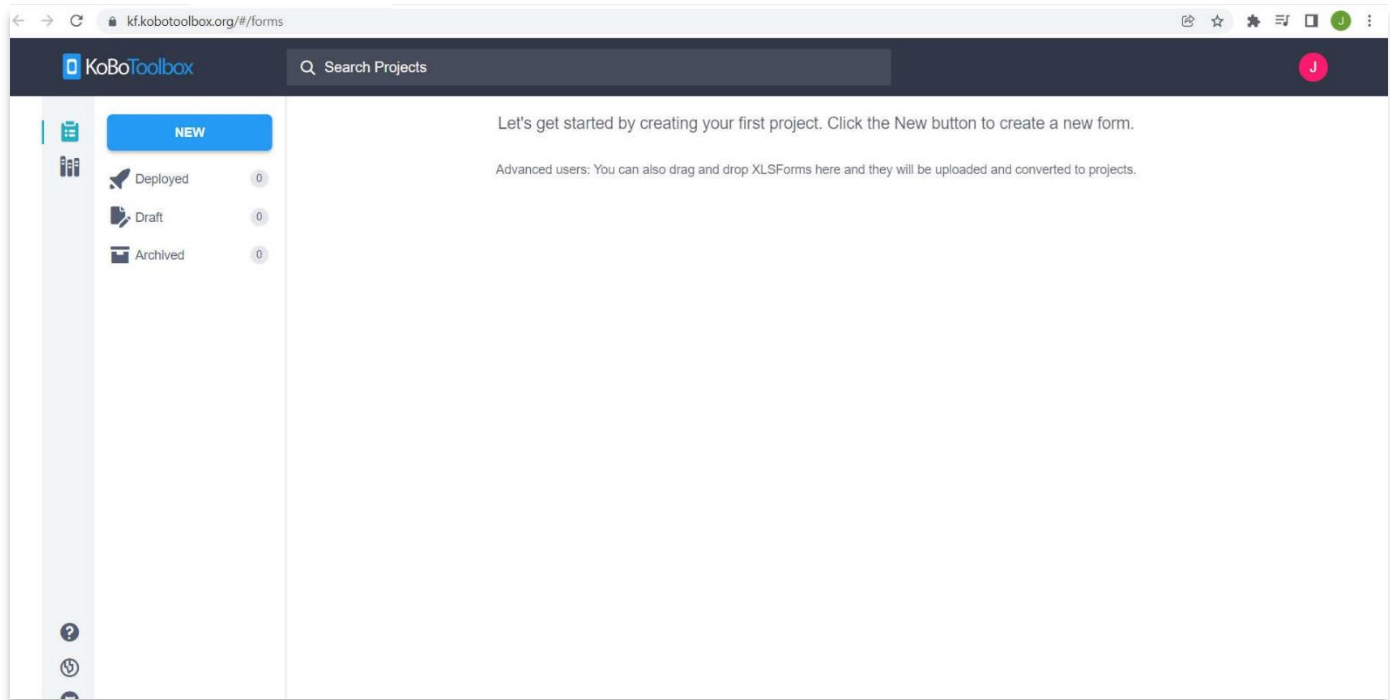
The screenshot shows the 'Create an account' registration form on the KoBoToolbox website. The form is set against a background image of a refugee camp. The form fields include: 'Name' (required), 'Organization name', 'Username' (required), 'E-mail' (required), 'Sector' (dropdown), 'Country' (dropdown), 'Gender' (radio buttons for Male, Female, Other), 'Password' (required), 'Password strength' (progress bar), 'Use a few words, avoid common phrases. No need for symbols, digits, or uppercase letters', 'Password confirmation' (required), and a note 'Enter the same password as before, for verification.' At the bottom, there is a green 'Create Account' button and a link to 'login'. To the right of the form, there is a KoBoToolbox logo and a description: 'KoBoToolbox is an integrated set of tools for building forms and collecting interview responses. It is built for easy and reliable use in difficult field settings, such as humanitarian emergencies or post-conflict environments.' Below this, it states: 'It is free to create an account and collect data, with no limits on the number of data collection projects. Users can collect up to 10,000 form submissions with their projects per month and store up to 5GB of survey attachments collectively in their user account (photos, videos, audio recordings, PDF, etc.). If you require more submissions or storage, please contact us at [info@kobotoolbox.org](mailto:info@kobotoolbox.org) to arrange for a paid subscription.' At the bottom right, there are links for 'Terms of Service' and 'Privacy Policy'.



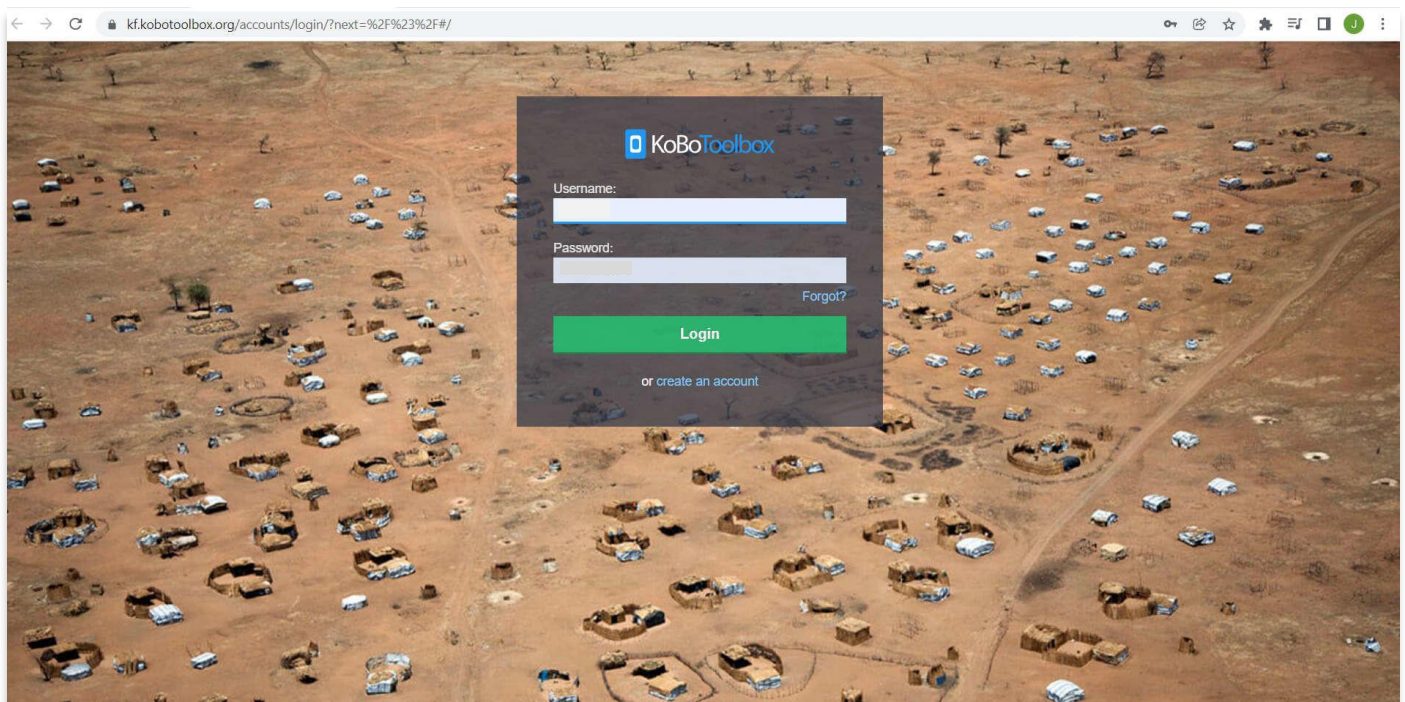
4. Open up your email platform (Gmail, Outlook, Apple Mail...etc.) to find an account activation email from KoBoToolbox. Click on the link provided in that email to complete your registration.



- 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.



- 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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