ASOR Cultural Heritage Initiative

KoboToolbox & KoboCollect

Module 01.01: Creating a New User

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ASOR KoboToolbox Module 01.01 – Creating a User Account

KoboToolbox is a free and open-source software package for collecting location and descriptive data. 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 synced 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.
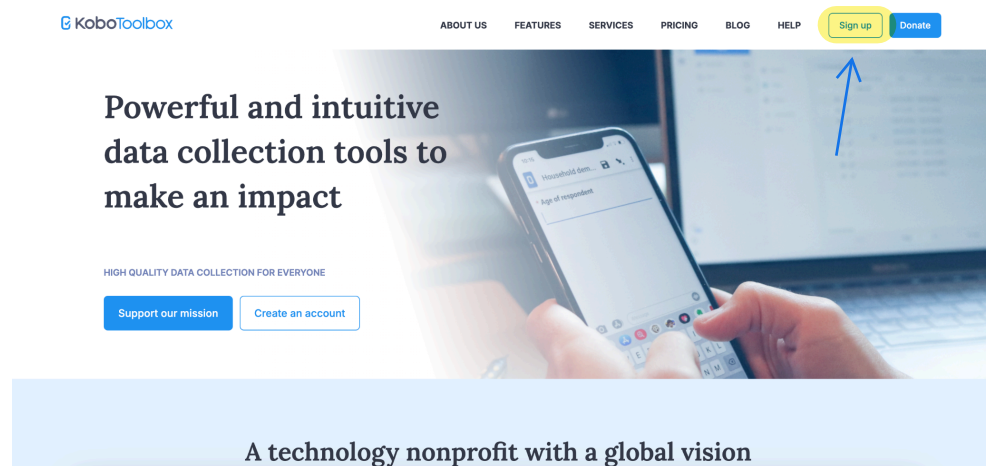
IMPORTANT: Users accessing a tutorial will need to create a user account in ASOR's Online Portal. This is a free account. You are not required to purchase a membership to access the lessons. Watch this video to learn how to set up your account for free in the portal. Additional information about the ASOR Portal can be found here.

KEY CONCEPTS

❖ Begin navigating KoboToolbox website: https://www.kobotoolbox.org/

❖ Exploring the Global KoboToolbox Server

❖ Creating a username

❖ Confirmation email and account activation

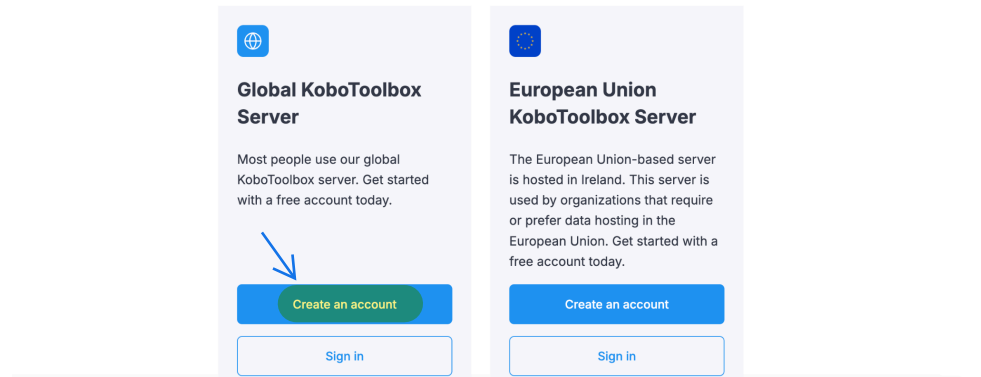❖ Login Page: https://kf.kobotoolbox.org/accounts/login/

CREATING A USER ACCOUNT

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

Sign in or create an account

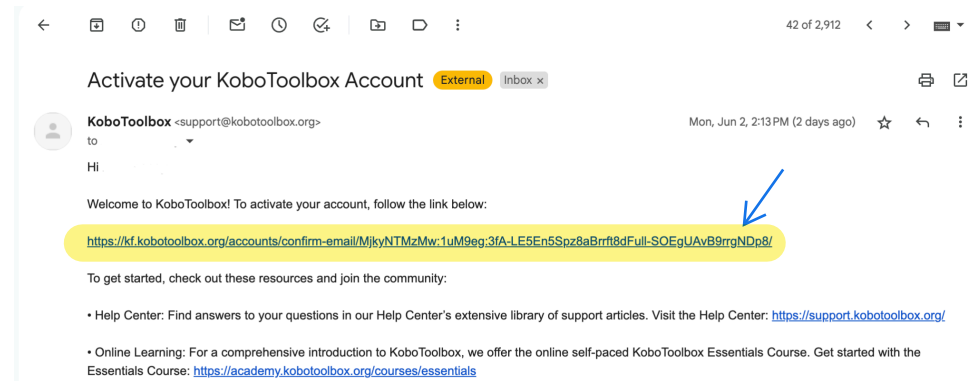2. Select Create an Account from the "Global KoboToolbox Server" option.

3. Complete the registration form. All fields are required when filling out the form.
IMPORTANT | You will need an email address that you can access in order to activate your account. Once you have completed the form, select Create Account.
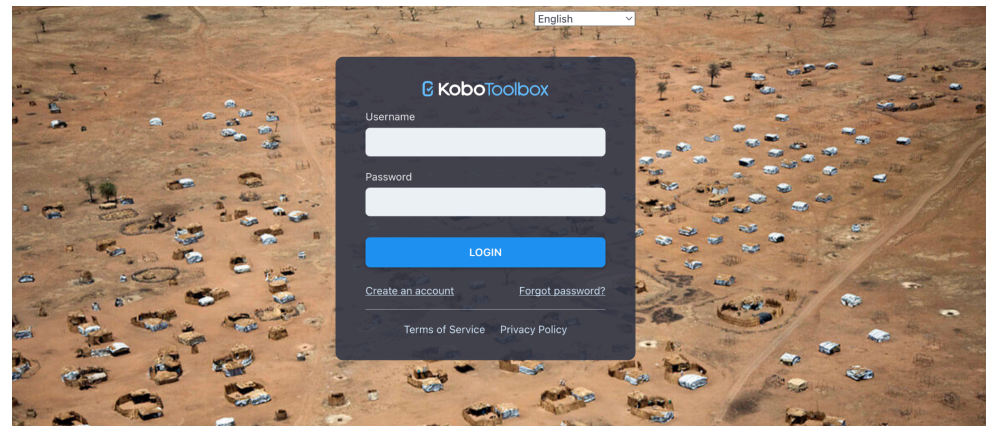
4. Open up your email platform (Gmail, Outlook, Apple Mail...etc.) to find an account activation email from KoboToolbox. Click on the link provided in that email to complete your registration.

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.

   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.

RESOURCES

KoboToolbox Website: https://www.kobotoolbox.org/

KoboToolbox Login: https://kf.kobotoolbox.org/accounts/login/

KoboToolbox Support: https://www.kobotoolbox.org/help/

ASOR Portal Information: https://www.asor.org/news/2023/05/asor-portal/

All Modules: https://www.asor.org/chi/chi-tutorials/kobo/eng

VIEW ALL ASOR TUTORIALS FOR FREE

asor.org/chi/chi-tutorials