Visual: The speaker has a browser window open to the "ACCESS Registration" website. The site has the access logo and title in the upper-left corner. Under the logo is a hamburger menu with three horizontal lines. Under the menu is an icon of two people with the text "Groups". In the center portion of the website is a breadcrumb menu showing "HOME", "USERS", and "ACCESS Registration". Below the breadcrumb menu is the header "ACCESS Registration" followed by the text "Please click the button to begin and complete the form. You will be asked for your name and email address. Please do not close your web browser window or tab until the entire registration process is complete". The text is followed by a blue button with the title "BEGIN" and an arrow pointing to the right. The speaker moves their cursor to the blue "BEGIN" button and clicks it.

00:00:01,520 --> 00:00:12,220

Okay, so now you've set up your ACCESS ID. It's either linked to your Purdue account or you may not have linked it to any account yet, which is totally fine.

00:00:12,220 --> 00:00:17,440

The rest of these screens will look the same for both set up processes.

00:00:17,440 --> 00:00:25,460

You'll see me using the example Gmail account, but you'll want to use your EDU account for every step in this process.

00:00:25,460 --> 00:00:28,200

So, we can go ahead and click Begin.

Visual: After the "BEGIN" button is clicked, the ACCESS website shows a series of status boxes with four progress dots. The status boxes appear to be stepping through the ID creation process. After a few seconds, a new page loads in the body of the website. The page header is "ACCESS Registration". Under the header are two subfields. The first has the text "Name" followed by text entry fields for "Given Name", "Middle Name", and "Family Name". The "Given Name" and "Family Name" fields have red asterisks next to them, indicating that they are required. The second subfield has the text "Email" as well as a text entry field for "Email". The "Email" field also has a red asterisk. Below the subfields is a line stating, "After you submit the form your browser will be redirected to a page with information about the next steps." In the bottom right of the body of the website is a blue button that says "SUBMIT". The right side of the website shows a status list for the "Enrollment Flow". The list contains the different steps to complete the ID setup. The first step "Start" has a green checkmark next to it. The second step, "Collet Petitioner Attributes" has a blue arrow pointing toward it and is in bold text. The final three steps are listed as "Agree to Terms and Conditions", "Finalize", and "Provision & Notify". All of the final three steps are in light text and italicized to indicate that they haven't been completed.

00:00:32,780 --> 00:00:39,300

In this case, you would fill in your given name, and email, uh, and family name.

00:00:39,300 --> 00:00:44,780

I'm going to use an example because this is an example account.

00:00:49,820 --> 00:00:54,580

We'll then click Submit here in the bottom right corner.

Visual: The speaker clicks the "SUBMIT" button in the bottom right corner of the page. The site shows a progress bar for a few seconds and then a new page loads. The new page as a link to "Home" in the left corner. Under the link is the page header "Your registration is not complete yet" followed by the text "You must select your primary home organization and verify your email address before your registration is complete. Type in the box below to find and select your primary home organization". Below the text is a label that says "Primary Home Organization" followed by a text box. The text box contains the text "enter organization name". To the right of the text box is a blue "SELECT" button that is currently greyed out. The speaker moved their cursor to the "enter organization name" text box. When they click, the box becomes active and allows them to type. As they type Purdue University, a search sub-menu appears below the text box with different options. The speaker selects the "Purdue University" entry from the list. After it's selected, the blue "SELECT" button to the right of the text box becomes active. The speaker clicks the "SELECT" button.

00:01:00,370 --> 00:01:05,370

If you've already connected to Purdue, I don't believe you'll get this prompt.

00:01:05,370 --> 00:01:13,390

If you haven't connected to Purdue yet, you can go ahead and enter Purdue University as your home organization.

00:01:13,390 --> 00:01:22,110

This is okay to do even if you're not a Purdue student. They only keep track of this from the ACCESS side and this can be changed later if you need to.

00:01:22,110 --> 00:01:27,330

Once you've selected Purdue, go ahead and click the blue Select button to the right,

Visual: After the "SELECT" button is clicked the site shows a few more processing boxes. After a few seconds a new page is loaded. This page has a header of "Agree to Terms and Conditions" followed by the text "You must agree to the following Terms and Conditions before continuing. You must review the T&C before you can click I Agree, and you must agree before you can submit." Below the text is a sub header with "ACCESS Acceptable Use Policy v1.3" as well as the current date. Under the sub header is a blue rectangle that contains a circle with a checkmark in it. Next to the circle is the text "Review Terms and Conditions". To the right of the rectangle is a checkbox with the text "I Agree" next to it. The checkbox and text are greyed out indicating that they aren't currently active. The enrollment flow on the left side of the screen is also updated. The "Agree to Terms and Conditions" text is now bolded with an arrow pointing to it. The "Finalize" and "Provision & Notify" steps, remain in the list. The speaker navigates their cursor to the "Review Terms and Conditions" button and clicks. A new window is opened that lists the terms and conditions for the platform. In the bottom right of the window is an OK button. The speaker clicks the OK button. After returning to the ACCESS terms and conditions page after clicking OK the "I Agree" checkbox is now active. The speaker checks the checkbox and clicks the blue "SUBMIT" button in the bottom right of the page.

00:01:30,910 --> 00:01:45,590

The Terms and Conditions page. You have to click this Review Terms and Conditions. Once you've read through these, you can click OK on the bottom right.

00:01:45,590 --> 00:01:52,710

This "I Agree" checkbox will now become active. You can click that and then click the blue Submit button.

Visual: a new page loads that has a white rectangle in the very center. The top of the rectangle show "Enter Code to Verify Your Email Address" in large text. Under the text it states that an email has been sent to the user's email containing an alphanumeric code. If they didn't receive the email, they should check their spam or junk folder. In all capital letters, it states "do not close your browser or navigate away from this page". It also provides a link to open a help ticket if needed. Under all of the text is an text entry field prompting for the code. At the very bottom of the box is a blue "SUBMIT button".

00:01:54,350 --> 00:02:01,550

One of the new changes within ACCESS is that they'll now send you a code to verify your email address.

Visual: the speaker leaves their current tab open and opens a new tab in the same browser. They navigate to gmail.com and sign in using their example credentials. In their Gmail inbox, an email titled "Please Verify your ACCESS registration email" is listed. The speaker opens the email. In the email text, there is a portion that says "Here is your code:" followed by four characters, a dash, and four more characters for a total of 8 characters and a dash. The speaker copies the code and then returns to their original ACCESS tab. They paste the code into the "Enter Code" text field and then select the blue "SUBMIT" button.

00:02:01,550 --> 00:02:38,310

So, if I go to Gmail. Sign in with my example account. And I should now see this verify your ACCESS registration email. And this is the code that I will copy over into that ACCESS screen. Then I'll click Submit.

Visual: after clicking submit, the ACCESS page loads through several progress screens in rapid succession. The process takes 10 seconds or so to complete. The new page shows large text stating "Your new ACCESS ID is ttest". Under the header is a prompt for setting a password. The prompt says that the new password must be between 8 and 64 characters in length and include characters from three of the following: lowercase letters, uppercase letters, numbers, and symbols. There are text entry fields for "New Password" and "New Password Again". Under the text entry fields is a blue "SUBMIT" button. The speaker gestures toward the password fields. Indicating that they are only required for users who don't use Purdue authentication. They highlight the listed ACCESS ID to emphasize its importance. They then enter an example password and click the "SUBMIT" button. The page loads a final ACCESS confirmation website indicating that the ACCESS ID setup is complete.

00:03:05,490 --> 00:03:10,990

This will only happen for people who haven't associated it with their Purdue accounts.

00:03:10,990 --> 00:03:18,330

But it's important to note, this is my new ACCESS ID. This is the ID you'll use to log on to the Anvil website.

00:03:18,330 --> 00:03:35,250

And then you can set a password. Click Submit, and then your ID will be fully created.

00:03:35,250 --> 00:03:42,450

So, like I said, you'll want to make sure to send your new ACCESS ID to The Data Mine via the survey that can be found in The Examples Book.

00:03:42,450 --> 00:03:51,250

If you have any questions, please reach out to us at datamine-help@purdue.edu and we'll be happy to assist. Thanks.