GUIDE TO CREATING A USER ACCOUNT

Creating an Account

Introduction

Any user, whether they are a part of a member organization or not, should create their own user account.

If you know that you are a part of an active member organization, you will not be able to automatically access the member benefits. **It is necessary that you contact your company administrator in order to receive this access after you have first created an account.**
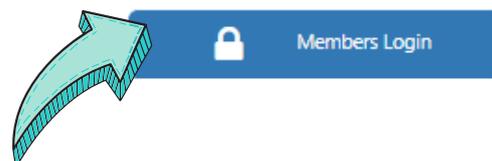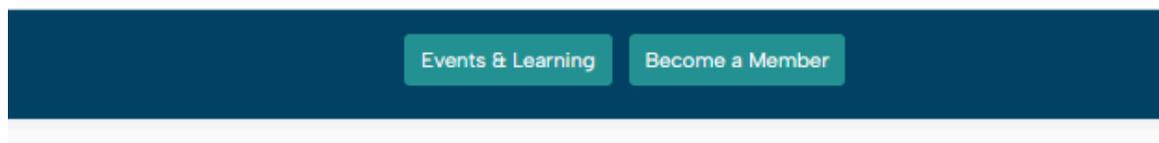
If you do not know who your organization's company administrator is, please contact members@daglobal.org.

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Navigate to www.daglobal.org and click on the **person icon** in the top right side corner of the screen.
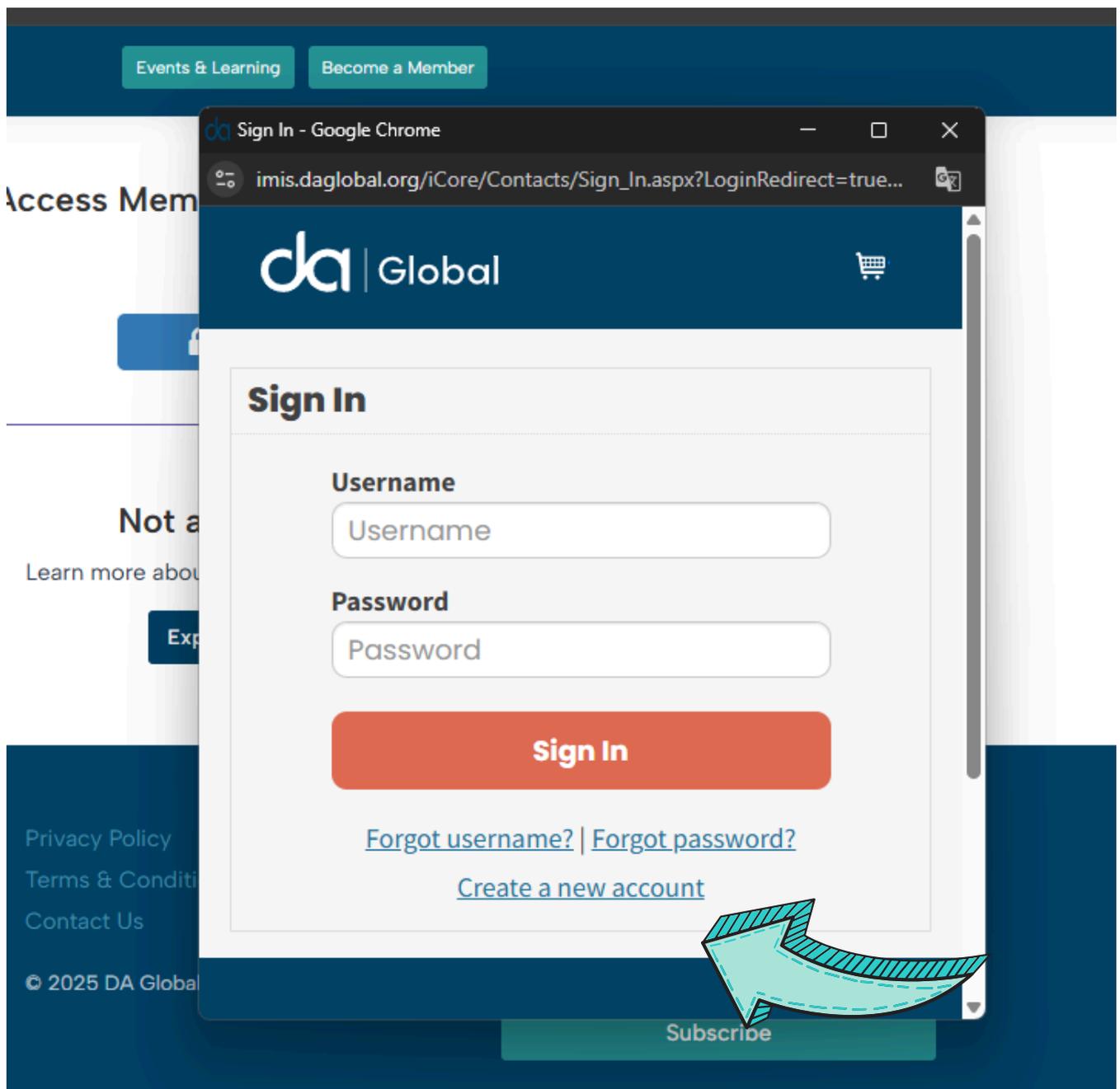

Click on "**Members Login**"

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A pop up will open. Be sure to have your pop-up blocker disabled for the web domain. Click **"Create a new account"**.
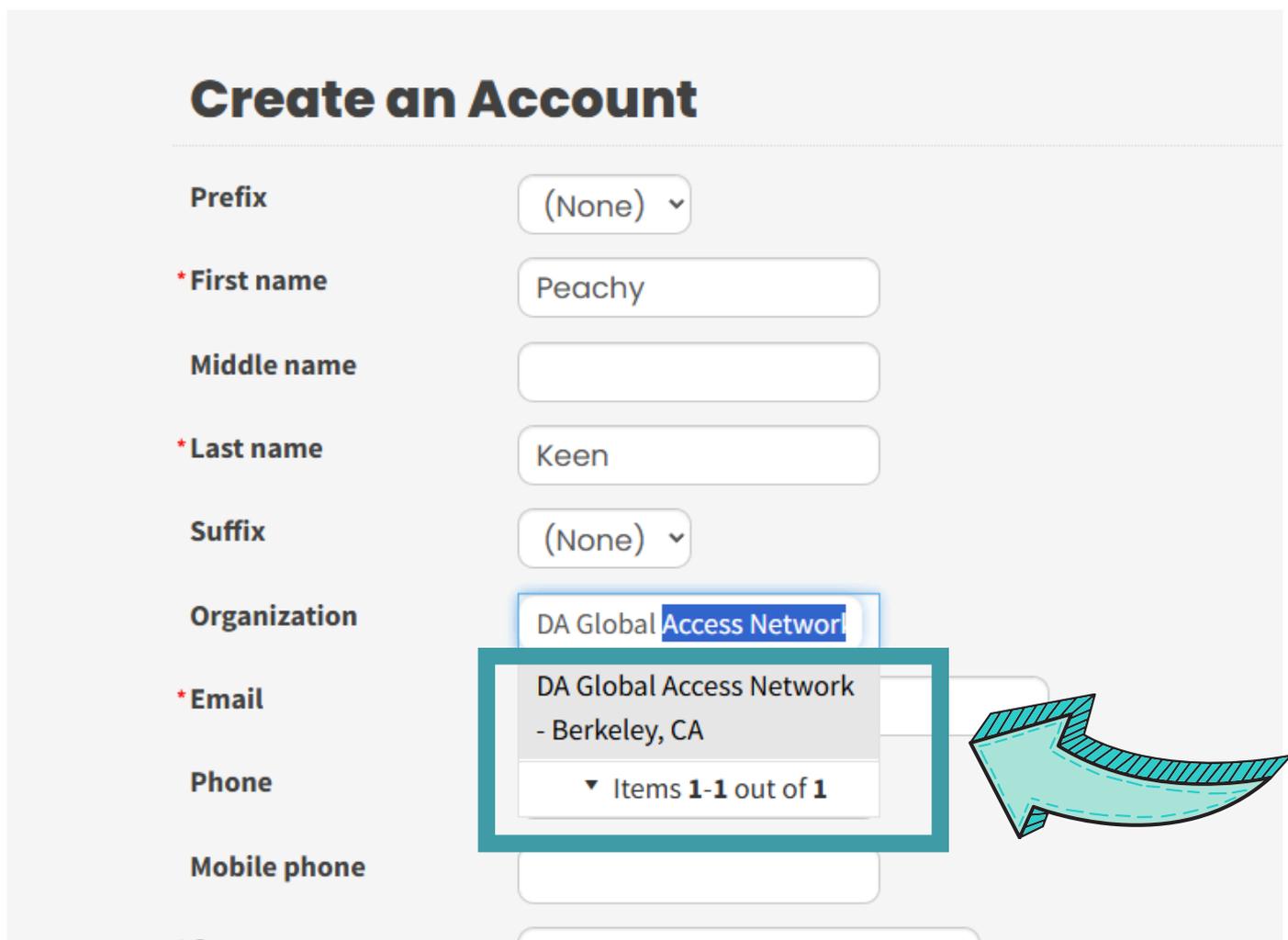
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Fill in your information in the required fields.

If you think that your organization is already a DA Global member, you may search them in the "Organization" field. If your organization is a member (active or previous), their name will auto-populate as you type it in the search box.

Click on the auto-populated text in the dropdown list that corresponds to your institution. Do not just continue to type or hit "tab" for auto-fill.

Create an Account

Prefix	(None) ⌄
*First name	Peachy
Middle name	
*Last name	Keen
Suffix	(None) ⌄
Organization	DA Global Access Network

DA Global Access Network
- Berkeley, CA

▼ Items **1-1** out of **1**

*Email	
Phone	
Mobile phone	

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Create a secure password that is at least 7 characters long and contains both letters and numbers.

Click "**Save**".

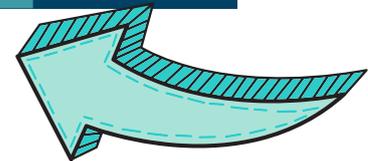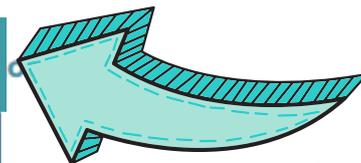Your username will automatically designated as the email address that you entered. After your account is successfully created, the pop-up window will close and you will be returned to the main screen.
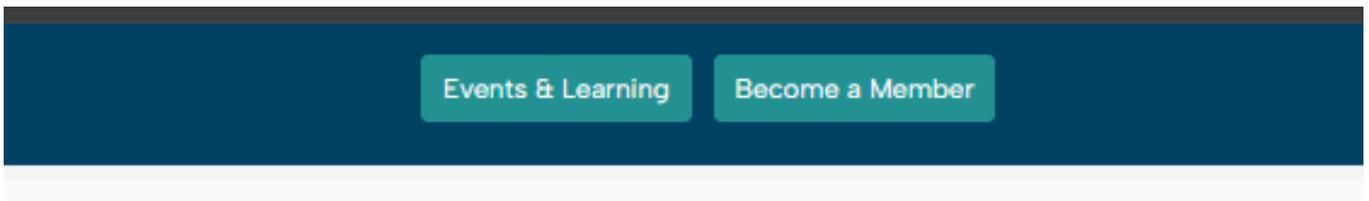

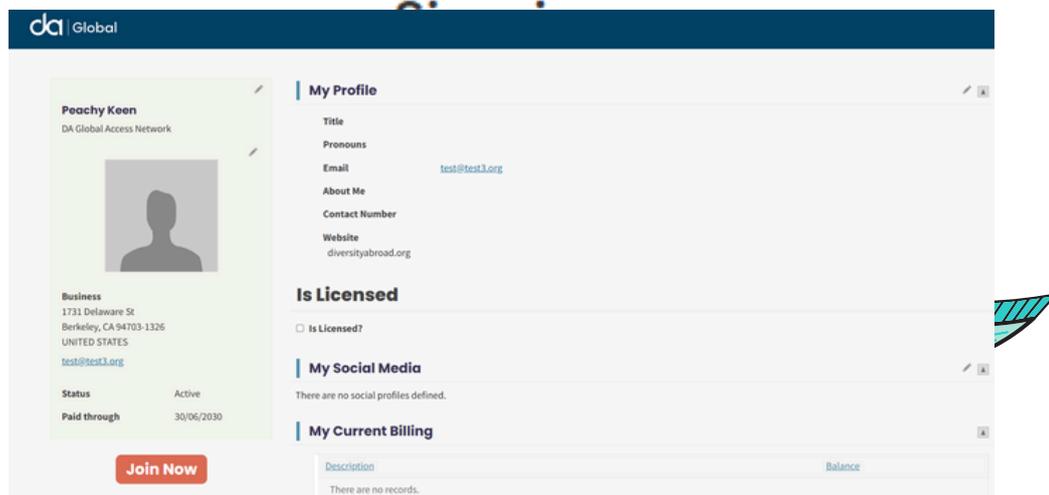**YOUR USERNAME**

Creating an Account

To edit your name, email, or other contact details, click on "**Manage My Account**"

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To edit your account details, click on the **pencil icon** next to the desired field. Your password may also be updated within your profile as well.