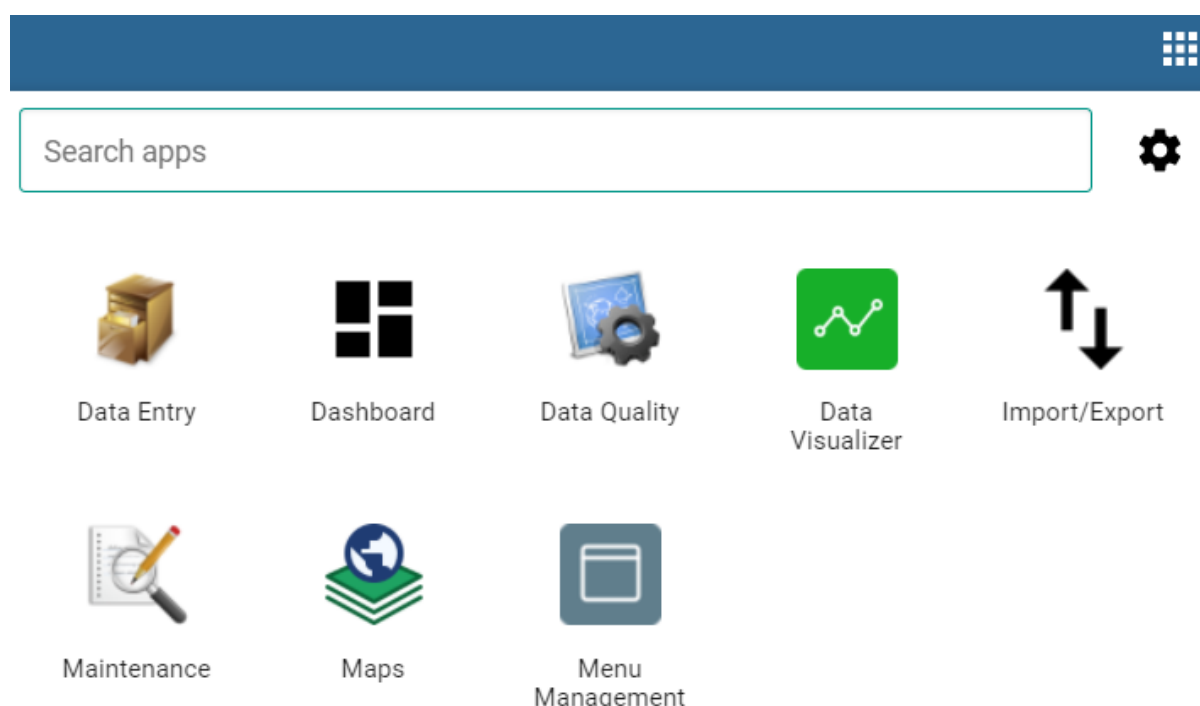


## Instructions - Account Creation on DHIS2 Data Quality Configuration

In order to perform the exercises and assignments within Module 3, you will be accessing the **DHIS2 Data Quality Configuration (Config)** training instance. The **DHIS2 Data Quality Config** training instance has been set up to allow each person that logs in to configure metadata, including data elements, data sets, predictors, validation rules and validation rule notifications. The account you create will have limited access to the apps within DHIS2, only including the apps referenced in the screenshot below. This access will allow for you to create and check on the necessary metadata required to perform the exercises within this module via the Maintenance app.



In addition, ***note that you will be assigned a private user group when creating an account on this system.*** This is important as you will utilize this user group to send yourself notifications during the exercises within this module.

This user group will be called "User group - yourEmail".

Use this user group as required for your various exercises so you can receive notifications.

Please create an account for the **DHIS2 Data Quality Config** training instance by following the instructions below.

### Account Creation Walkthrough

*Please follow the instructions below to create your account for the **Data Quality Config** training instance.*

In order to create your account on the **DHIS2 Data Quality Config** training instance, start the process by clicking on the “Request account” button in the Account Creation section below. **You only need to click the button once**, otherwise you will receive multiple account request emails.

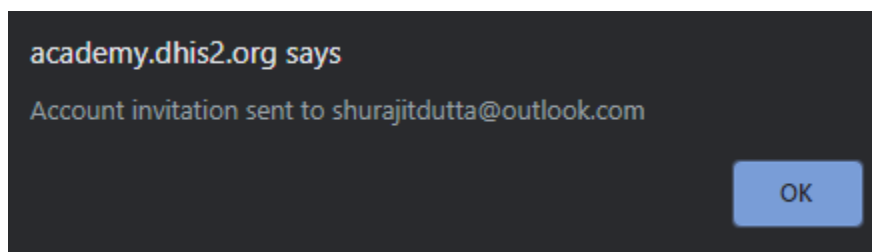
Click the “Request account” button below to request an account on the DHIS2 Metadata App Configuration system.

You will receive an invitation by email with instructions on how to complete the registration in DHIS2.



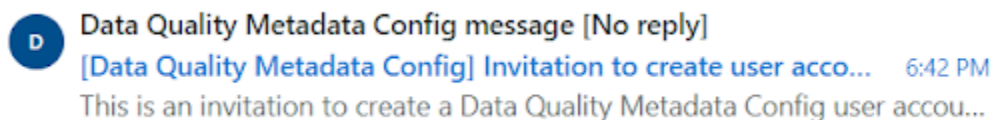
*Note: the email address you use with OpenEDX will be sent to the DHIS2 database to create an account.*

After a few moments, you should receive the following notification in your browser window:



Click on OK to close the notification.

Login to your email. You should receive an e-mail subject that looks like the following:




You should see in the email subject that the DHIS2 system that has been identified is the **DHIS2 Data Quality Config** Training Instance.

**For note:** this email may be in your junk folder. If you do not see it in one of your primary inboxes, please check your junk folder in case it was filtered out.

The email itself should look like the email below:

[Data Quality Metadata Config] Invitation to create user account at academy.dq.dhis2.org/dq-config

 Data Quality Metadata Config message [No reply] <no-reply@dhis2.org> Tue 9/28/2021 6:42 PM

This is an invitation to create a Data Quality Metadata Config user account.


Please follow the link below to accept the invitation and create your account.

<https://academy.dq.dhis2.org/dq-config/dhis-web-commons/security/invite.action?username=shurajitdutta%40outlook.com&token=IDSuesUCtpKmpwq8kbjMXf4JoSSOapIn1k2RPa2n9Ey6XwusmVd>

You must respond to this invitation within 4 days. If you take no action, the invitation will expire at that time.

Host: <https://academy.dq.dhis2.org/dq-config>

In order to continue, click on the highlighted link or copy and paste it into a new tab in your browser. This link will take you to the following page:



### Create a new account

Name	<input type="text" value="First"/>	<input type="text" value="Last"/>
Username	<input type="text" value="shurajitdutta@outlook.com"/>	
Password	<input type="password" value="Minimum 8 characters, 1 upper-case, 1 digit and 1 speci"/>	
	<span style="color: red;">This field is required.</span>	
Confirm password	<input type="password"/>	
E-mail	<input type="text" value="shurajitdutta@outlook.com"/>	
Mobile phone	<input type="text"/>	
Employer	<input type="text"/>	
	<input type="button" value="Create"/>	

Your email-details will have already been filled in from your student account on the Online Academy platform. You will need to fill in the remaining fields.

Take note of the restrictions on the password, and follow **good password practice**. Your password must:

- Be at least 8 characters long

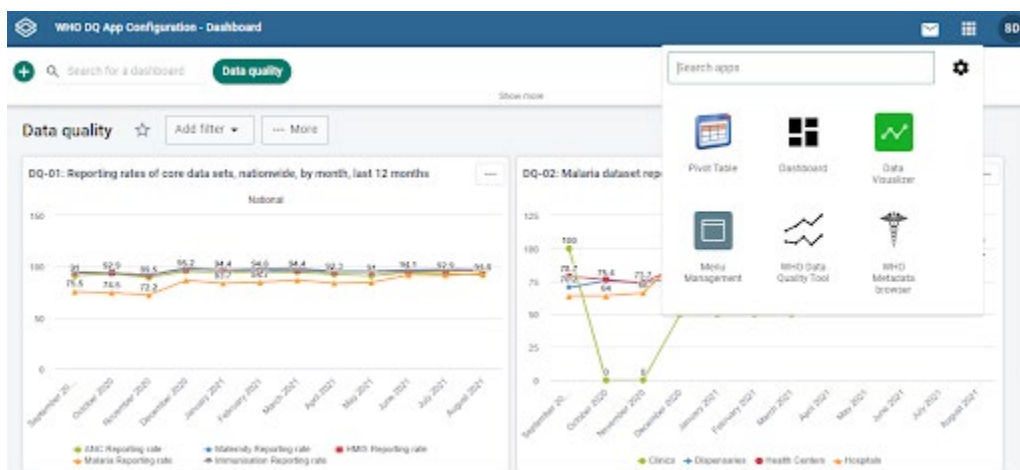
- Include an uppercase letter
- Include 1 number/digit
- Include a special character

After filling in all the fields, select “Create” to proceed.

## Create a new account

Name	Shurajit	Dutta
Username	shurajitdutta@outlook.com	
Password	••••••••	
Confirm password	••••••••	
E-mail	shurajitdutta@gmail.com	
Mobile phone	2365984531	
Employer	UiO	
	<input type="button" value="Create"/>	

This should log you in to the DHIS2 Data Quality Config training instance where you can view the dashboard along with the relevant apps you have access to.



Please use this login information to access this training instance for any activities or assignments in this course that refer you to the **DHIS2 Data Quality Config** system.

**Note:** You will be assigned a private user group when creating an account on this system. This is very important as you will utilize this user group to send yourself notifications during the exercises within this module.

## Account Creation

Click the "Request account" button below to request an account on the **DHIS2 Data Quality Config** training instance.

You will receive an invitation by email with instructions on how to complete the registration in DHIS2.

*Note: the email address you use with the DHIS2 Online Academy will be sent to the DHIS2 database to create an account.*