SETUP AN APPCENTRAL ACCOUNT
QUICK USER GUIDE

How to Setup an AppCentral Account

Once you have received an emailed invitation to participate in an AppCentral process, you must first create an AppCentral account. You will only need a single account to access any AppCentral process once it has been created.

Note: A practitioner MUST access AppCentral using the link provided in the email.

Creating an AppCentral Account

1. Click (or cut and paste) the link provided in the invitation email

2. Click **Sign Up** button on the AppCentral landing page. The Create account screen is now displayed

3. Enter all required information into the fields provided. An entry is required for each field with an asterisk(*)

- Your AppCentral ID and email address entered here will be how AppCentral identifies you. (*Recommend using your email address for AppCentral ID*).

- Your password must be between 8 and 15 characters long and have at least one number and one letter.

- The challenge question and answer will be used in future to reset your password should you forget it.

4. Click **View terms of use agreement** link to view.

5. If the terms of use are acceptable, click the **I have read and accept the terms of use agreement** checkbox. You cannot create an AppCentral account without agreeing to the terms of use.

6. Click the **Create my account** button to complete the account creation process. A confirmation email will be sent to the email address associated with the account.