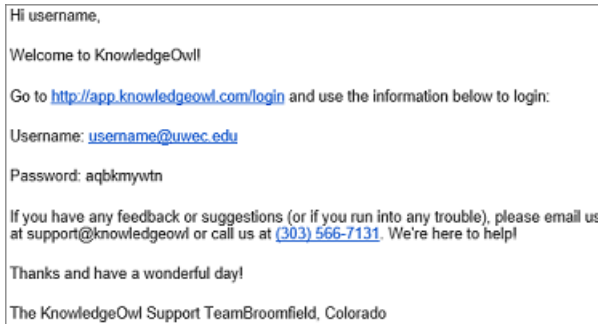


KB: Set Up Your Account

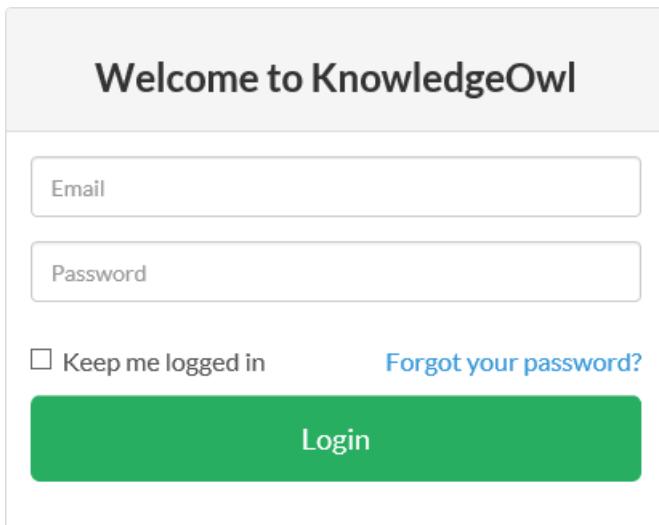
Last Modified on 07/01/2022 2:43 pm CDT

After a knowledge base administrator has initiated your account, you will receive an email from KnowledgeOwl, our knowledge base content management system (CMS). From there, you will have to complete the account setup process.

1. Open the email account invitation from KnowledgeOwl.
2. Click the link or navigate to <http://app.knowledgeowl.com/login>.



3. Type your university email address in the *Email* field.
4. Type (or copy and paste) the temporary password specified in the KnowledgeOwl email in the *Password* field.
5. Click **Login**.

A screenshot of the KnowledgeOwl login form. It features a header "Welcome to KnowledgeOwl" in a grey box. Below are two input fields: "Email" and "Password". There is a checkbox for "Keep me logged in" and a link for "Forgot your password?". A prominent green button labeled "Login" is at the bottom.

6. Type your desired password in the *New Password* field.
7. Re-type your password in the *Repeat Password* field.
8. Click **Save New Password**.

Update Password

New Password:

Repeat Password:

Save New Password

9. Either close the *Welcome to the Quick Tour* window or begin the tour by clicking the **Next Step** button.
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