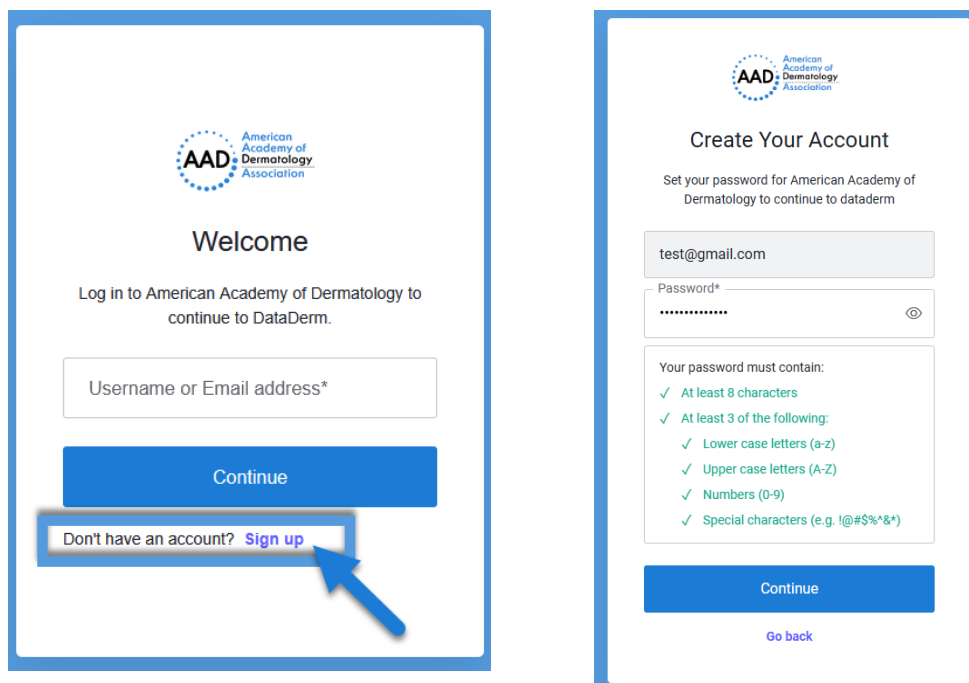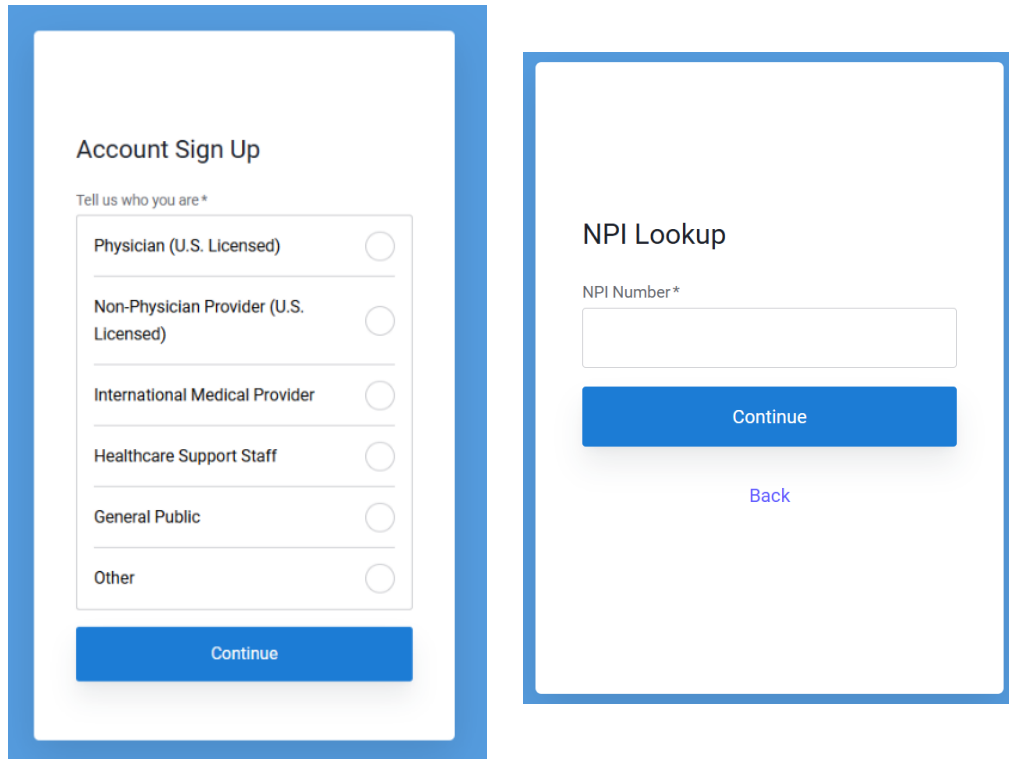## How to create an account

Before a clinician or support staff member can be added to the DataDerm Registry, they will need an AAD account. This guide will take you through the account creation process. Once you have created the account and set up multi-factor authentication, the screen will redirect you to the pre-registration checklist. Please do not try to re-register your practice.

Note: If you need a practice representative added to your dashboard, please ensure they have a unique AAD account set up. Then, enter a support ticket with DataDerm and include the first and last name and the email ID associated with their AAD account. Registry staff will add the representative to the practice dashboard.
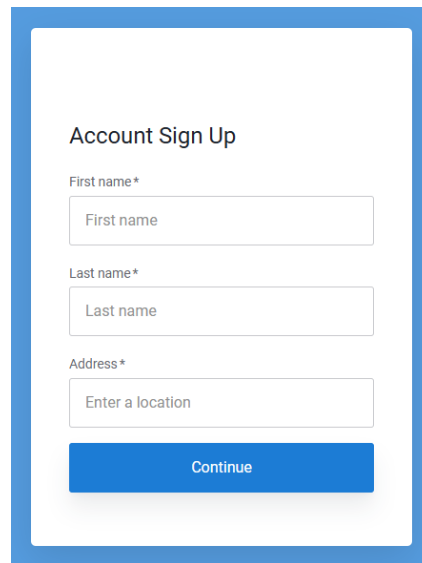
Practice representatives who have historically signed in with their physician's credentials **must** set up their own AAD accounts and log in using those credentials. We have added a multifactor authentication (MFA) step to the login process, which is unique to each user.

- To create an account, please click dataderm.aad.org
- Select "**Sign up**", enter a valid email address, and create a password, ensuring password requirements are met. You will need to enter a unique email address not associated with another AAD ID or clinician account.
- Click "**Continue**".

- Select the type of account you're creating. Based on your selection, you will be asked additional questions.
  - Physician (U.S. Licensed)
    - You will be asked to enter a 10-digit National Provider Identifier
  - Non-Physician Provider (U.S. Licensed)
    - You will be asked to enter a 10-digit National Provider Identifier
  - International Medical Provider
  - Healthcare Support Staff
  - General Public
  - Other
- After clicking "**continue,**" you will be taken to a page where you need to enter basic demographic information about the account, including first and last name and the practice location.
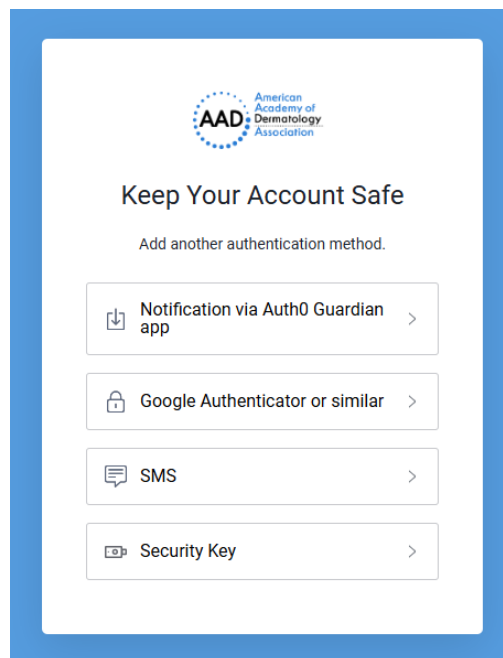
- Click "**Continue**".
- Next, you will have to set up a multi-factor authentication method for security purposes, which will be required each time you log in. We recommend using the SMS option, but please select the option that is best for you.
  - Please save the recovery code provided in a safe place.

- Once you complete the MFA set up, you will be redirected to the pre-registration checklist. Please log out.

Note: If you encounter any issues with MFA during setup or while you log in, please submit a support ticket and include a screenshot. Include your username to log in and the MFA option you selected.