OPEN *Initiative*
Center for Family Policy
& Research
University of Missouri

How to Create a Toolbox Account

1) To create a Toolbox account, go to https://www.openinitiative.org/

2) Click the gold 'Toolbox Login' button on the right side of the screen.
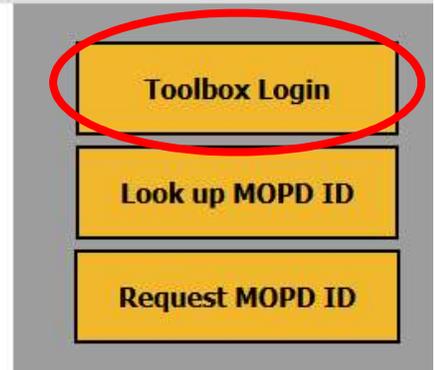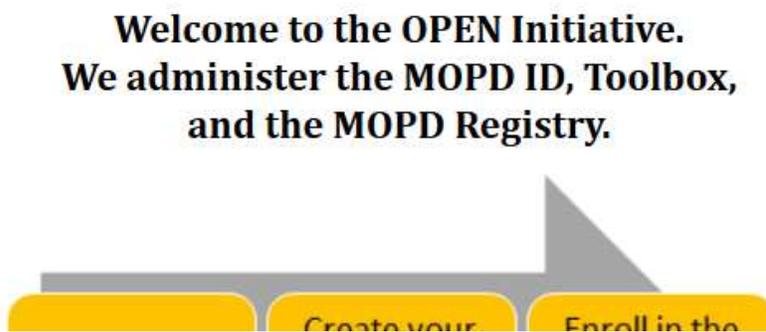
3) On the Toolbox home page, click on 'Request Toolbox Account'.

OPEN Initiative
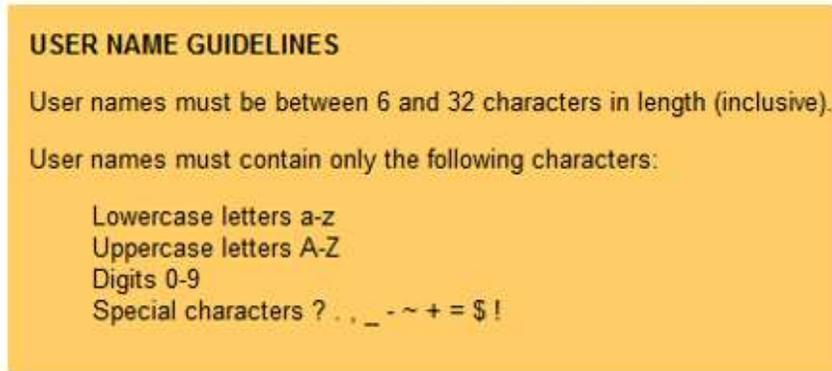Center for Family Policy
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4) Create a username and password. Guidelines for username and password will be displayed as you click on the required boxes.

Note: The user name guidelines are less stringent than the password guidelines.

User Name Example:

- **annieapple**

USER NAME GUIDELINES

User names must be between 6 and 32 characters in length (inclusive).

User names must contain only the following characters:

    Lowercase letters a-z
    Uppercase letters A-Z
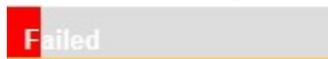   Digits 0-9
    Special characters ? . , _ - ~ + = $!

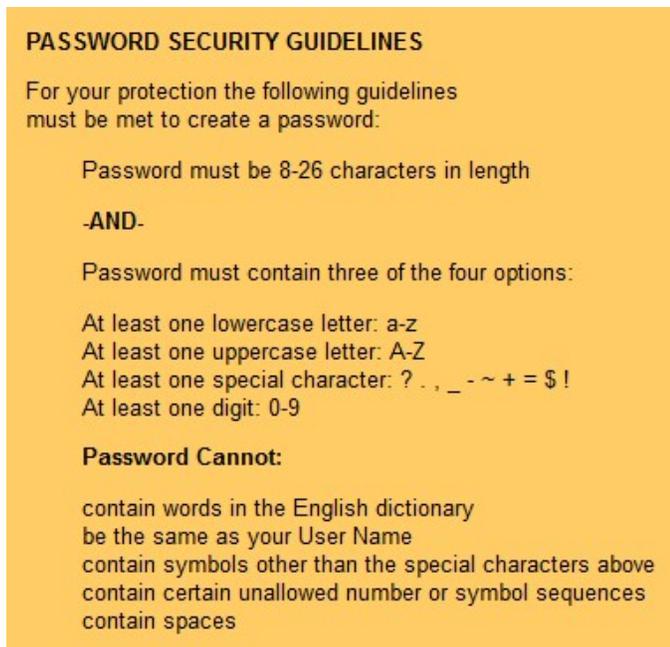**Password Examples:**

- Valid: **Lzc$1234** or **wdiF456!**   `Acceptable`

WHY? Uses upper and lowercase letter, digits, and contains between 8 and 26 characters

- Invalid: **Truman**   `Failed`

WHY? No digits, special characters, and has fewer than eight characters

PASSWORD SECURITY GUIDELINES

For your protection the following guidelines
must be met to create a password:

    Password must be 8-26 characters in length

    -AND-

    Password must contain three of the four options:

    At least one lowercase letter: a-z
    At least one uppercase letter: A-Z
    At least one special character: ? . , _ - ~ + = $!
    At least one digit: 0-9

Password Cannot:

    contain words in the English dictionary
    be the same as your User Name
    contain symbols other than the special characters above
    contain certain unallowed number or symbol sequences
    contain spaces

5) When completing the Date of Birth information, please make sure to provide the information in this format: MM/DD/YYYY. For example a birthdate of January 1, 1990 would be entered as 01/01/1990

*User Name:	asample
*Password:	••••••••
*Retype Password:	••••••••
*Date of Birth:	01/01/1990

6) When completing the next line, please note the word '**OR**'. Please enter the last 5 of your SSN **OR** your MOPDID. **Do NOT enter both your last 5 SSN and your MOPDID.**

*User Name:	asample
*Password:	••••••••
*Retype Password:	••••••••
*Date of Birth:	01/01/1990
*Last 5 SSN:	XXX - X 1 - 2 3 4 5
OR	
*MOPDID:	
*Email:	asample@yahoo.com
*Retype Email:	asample@yahoo.com
Submit	

7) Click 'Submit' on the Toolbox Account Request page after you have filled in all of the required information.

|	
*User Name:	asample
*Password:	••••••••
*Retype Password:	••••••••
*Date of Birth:	01/01/1990
*Last 5 SSN:	XXX - X 1 - 2 3 4 5
OR	
*MOPDID:	
*Email:	asample@yahoo.com
*Retype Email:	asample@yahoo.com
Submit	

A verification email will be sent to the email you provided. It may look like the example below. You will need to open the email and click the link inside to verify your Toolbox account.

Please confirm your account by visiting the following URL:

https://www.openinitiative.org/toolbox/Account/Confirm.aspx?key=89b5c6b064f8098c1bddfeaeb86079f9d6fb1392dd595689690563db7ab91b1a1c24

- Please be aware that the Toolbox confirmation email will come from OPEN Initiative (openinitiative@missouri.edu).
- Be sure to check your spam or junk folder if the Toolbox confirmation email does not appear in your Inbox.
- **If you DO NOT have a Yahoo or AOL email account please proceed to the next step – Step 9.**

Yahoo mail may filter the Toolbox confirmation email as spam. It will appear to be coming from **Mail Delivery System** with a subject of 'Delivery Notification Status (Failure)'. The link inside **Yahoo email** will look like message below:
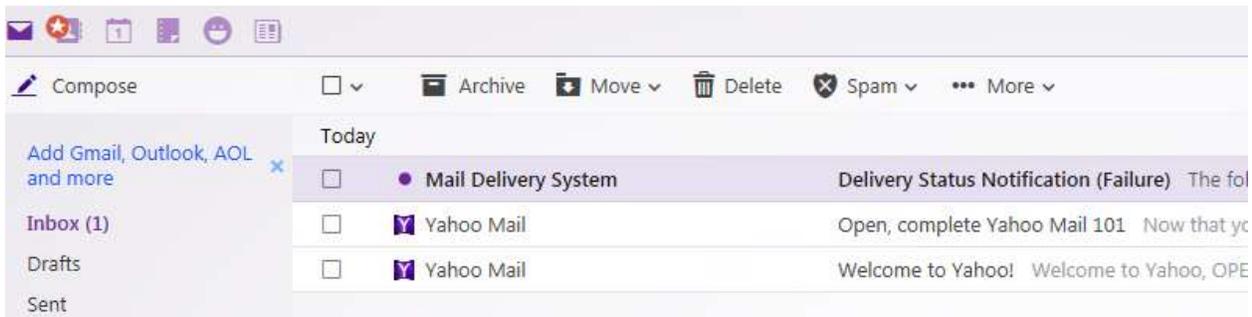
The following message to < _____ > was undeliverable.
The reason for the problem:
5.3.0 - Other mail system problem 554-'5.7.9 Message not accepted for policy reasons. See https://help.yahoo.com/kb/postmaster/SLN7253.html'
Please confirm your account by visiting the following URL:
https://apps-qa-a.missouri.edu/open/Account/Confirm.aspx?
key=b2f5429fa508f4e9972fe75a6d6514d648986ccda03e94b56f4bc1c19d51fee814ac

AOL mail may filter the Toolbox confirmation email as Spam. It will appear to be coming from **Mail Delivery System** with a subject of **'Delivery Notification Status (Failure)'**. Link inside **AOL email** will look like the message below:
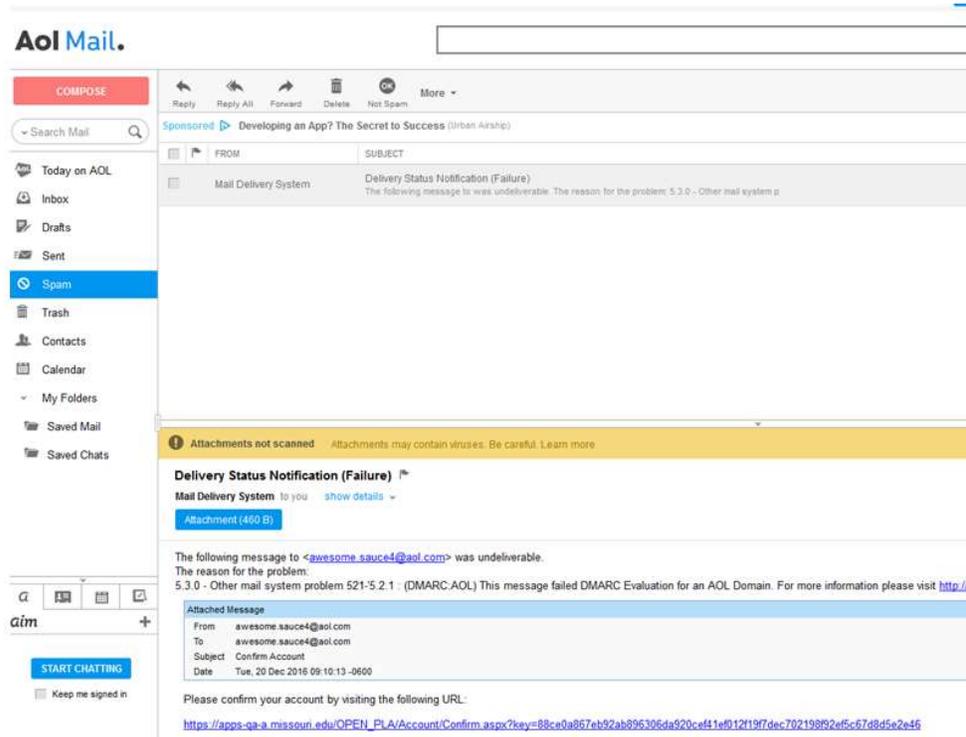
8) Clicking the link to verify your email will bring you back to the Toolbox to log in to your account.

Revised 03/25/2019

9) Once you have logged in you will see your member profile. You will notice that most of the information is unknown, or none provided because you have not provided OPEN with that data yet. This information will change once you enroll in the MOPD Registry.

Welcome to the Toolbox!

Name: Abby Sample
MOPD ID: 109961
Enrollment Status: Non-Member (MOPD ID Only)
Email: openinitative@missouri.edu
Highest Education Level: Not Reported
EC Matrix Level: Undetermined
SA Matrix Level: Undetermined
Training Clock Hours This Year: 0
First Aid Certification Date(s): None Provided
CPR Certification Date(s): None Provided

Please do not hesitate to contact OPEN with any additional questions.

OPEN Initiative
573-884-3373
openinitiative@missouri.edu