How to Create a Toolbox Account

The Toolbox is your personal data repository (similar to an online bank account) where your professional development information can be housed. The Toolbox is where you can find your basic training data, and where you can choose to enroll in the MOPD Registry in order to assist you in your professional development journey.

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 ‘Create Toolbox Account’.

4) Create a username that will be easy to remember. An example of an acceptable user name is annieapple.
5) Create a secure password. OPEN does not have access to your password information. Making a password can seem tricky, so we have provided examples for your reference.

Password Example:
Valid: Lzc$1234 or wdiF46l!
Uses upper and lowercase letter, digits, and contains between 8 and 26 characters.
Invalid: Truman
No digits, special characters, and has fewer than eight characters.

The password creation functionality has been designed to give you positive or negative prompts at every step in the process. Review the information carefully before attempting to create a password.

As you type, you will see a green check mark appear next to the password requirements as they are met.

We recommend that you start with the options list (as shown in the screenshot below).

In this example, we typed the letter a in lower case in the password field, and the green check appeared to let us know that we have successfully met that specific criteria.
We continue making a secure password by following the second option criteria; typing the letter A in upper-case in the password field. As you can see in the example below, another green check mark has appeared, confirming that we are on the right track.

The next criteria requires that a special character is chosen from the list provided. Only characters from the list are acceptable. In this example we typed in the special character $ into the password field, and received a green check mark showing that the criteria has been met.
The final criteria in the lower half of the criteria list is to choose a digit. We entered 2 into the Password field, and received another green check.

Now it is time to complete the process. You have entered 4 characters thus far in the process of creating your password. You need to enter between 4 – 22 additional characters to complete the process.

We added 12 additional letters to our password (that do not spell a word), and now we have met all the criteria and have created a secure password with a “good” rating. The password that we created is aA$2bcdefghijklm.
Common issues that prevent the successful creation of a password are listed at the bottom of the criteria field. If you are not successfully creating a password, we suggest that you work through making a password on paper using the criteria, then typing it in the password field on the screen.

6) 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.

7) When completing the next line, please note the word ‘OR’. Please enter the last 5 of your SSN OR your MOPID. Do NOT enter both your last 5 SSN and your MOPID.

8) Click ‘Submit’ on the Create Toolbox Account page after you have filled in all of the required information.
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=89b6c6b054f8098c1bddd0ebf69d1832dd95e89630535db7ab91b1a1c24

- 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.
- NOTE: You DO NOT need to respond to the automatically generated email. Simply click the link and your account will be created.
- 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 <user@example.com> 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 URI:
https://apps-ga-a missouri.edu/open/Account/Confirm.aspx?key=b2f542bfa506f4e0972fe75a6d6514d548986ccda03e04b56f4bc1c19d51f0e814ac
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:

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9) Clicking the link to verify your email will bring you back to the Toolbox to log in to your account.
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![Toolbox login page](image-url)
10) 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 yet provided OPEN with that data. These fields will change after you enroll in the MOPD Registry.

Welcome to the Toolbox!

Name: Abby Sample  
MOPD ID: 109961  
Enrollment Status: Non-Member (MOPD ID Only)  
Email: openinitiative@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

10. It is important to set your security questions and answers once you have created your Toolbox account and logged in. Please select three of the questions that you will remember the answers that you provided to and be sure to fill out this form.

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

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