

Creating an account on the Drupal Reporting System

1. Go to <http://track1.sdepscor.org>
2. On the left side column under “User Login”, click “Create new account.”
3. On the Create New Account page, fill in the required information and click “Create new account”
4. **After accessing the account with your password, please complete ALL fields in each section and SAVE. If you are not able to SAVE your profile, you are missing information that must be provided and marked with an *.**
(note: you will not be able to continue unless all required fields are filled out)
 - a. Contact Information:
 - i. First Name
 - ii. Last Name
 - b. **EPSCoR Involvement:**
 - Most Senior Project Role
 - EPSCoR Leadership Team
 - Project Components(s)
 - Are you being paid by the EPSCoR grant?
 - Do you participate in EPSCoR activities more than 160 hours?
 - Description of Role and Contributions (specify research focus/education outreach by providing 1-3 sentences in your description for the NSF Annual Report compiled by the EPSCoR office)
 - c. Institution:
 - i. Participating Institutions
 - d. Account Information
 - i. Email address
 - ii. Password
 - iii. Confirm Password
5. Once all information is filled out, click “Save.”
6. After these steps are completed, email mj.powers@sdstate.edu to inform her that your profile is updated and saved. A site administrator will then grant you the proper permissions to access the site content in the future.

Please note: You will not be granted user permissions until these steps are completed.

7. After permissions are granted, you will have a new menu at the top of the screen. A helpful guide is included under the “EPSCoR” menu item labeled “User Guide.” Here you will find information and instructions on updating user information and content including publications, highlights, articles, etc.
8. Fill out any additional user information at the earliest time possible by logging into your account and going to “My Account” at the top of the screen and selecting the “Edit” tab.

Any questions can be referred to Ms. Mj Powers at mj.powers@sdstate.edu or call 605-688-6245.