



Administrator Access Training Guide

Please follow this step by step guide to create your administrator account for your DataDerm dashboard.

1. Please begin by using the following URL to access the AAD account page:
www.aad.org/login
2. You will then need to scroll down to “create account”

Create Account

A screenshot of a web form titled "Create Account". The form has a light gray background. At the top left, the text "Email address" is displayed in a small, dark font. Below this text is a white rectangular input field. At the bottom left of the form, there is a dark gray rectangular button with the word "CONTINUE" written in white, uppercase letters.

3. You will need to enter a unique email address not associated with another member ID or provider account.
4. After clicking continue, you will be taken to a page where you will need to enter in basic demographic information about the account including “Name”.
5. After you are finished, please be sure to email the DataDerm team (dataderm@aad.org) with the name of the account so they can approve of access. They will also provide you with the new member ID you can use upon logging into the dashboard.
6. The DataDerm team will approve of access and have the account linked to your practice account. This may take anywhere from 24-48 hours.
7. Once you receive a confirmation from the DataDerm team that the accounts have been linked, you will be able to use your new member ID to login to the DataDerm dashboard.