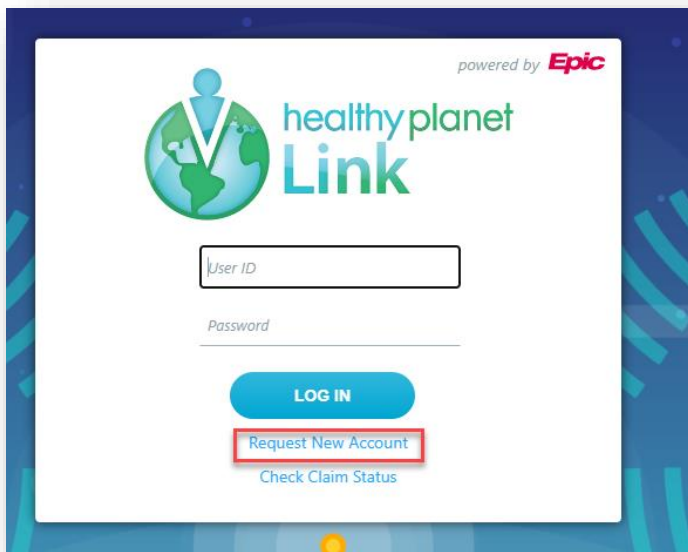


# Sharp Link: New Account Request

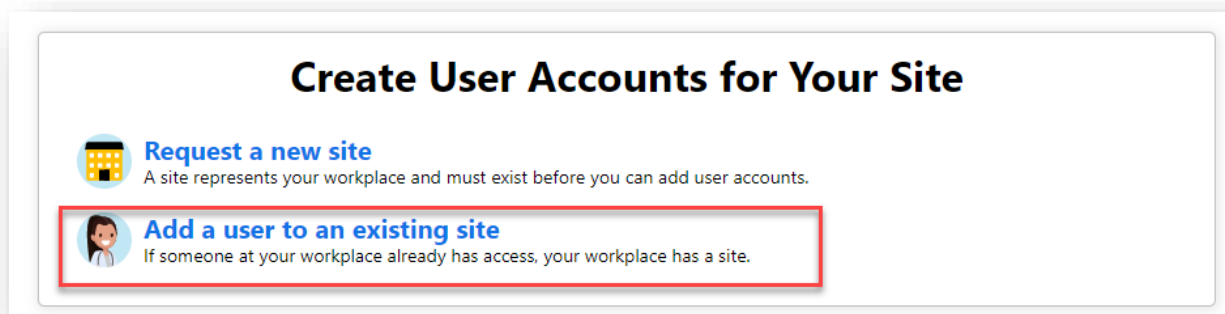
If you are new to Sharp Link and would like to start using it, you will need to request for a new account to be created. Follow the steps below to request for a new account to be added to Sharp Link. NOTE: If your Site is not currently using Sharp Link, you will first need to request for your site to be added to Sharp Link. See the “Sharp link: New Site Request” Tip Sheet.

## Try It Out

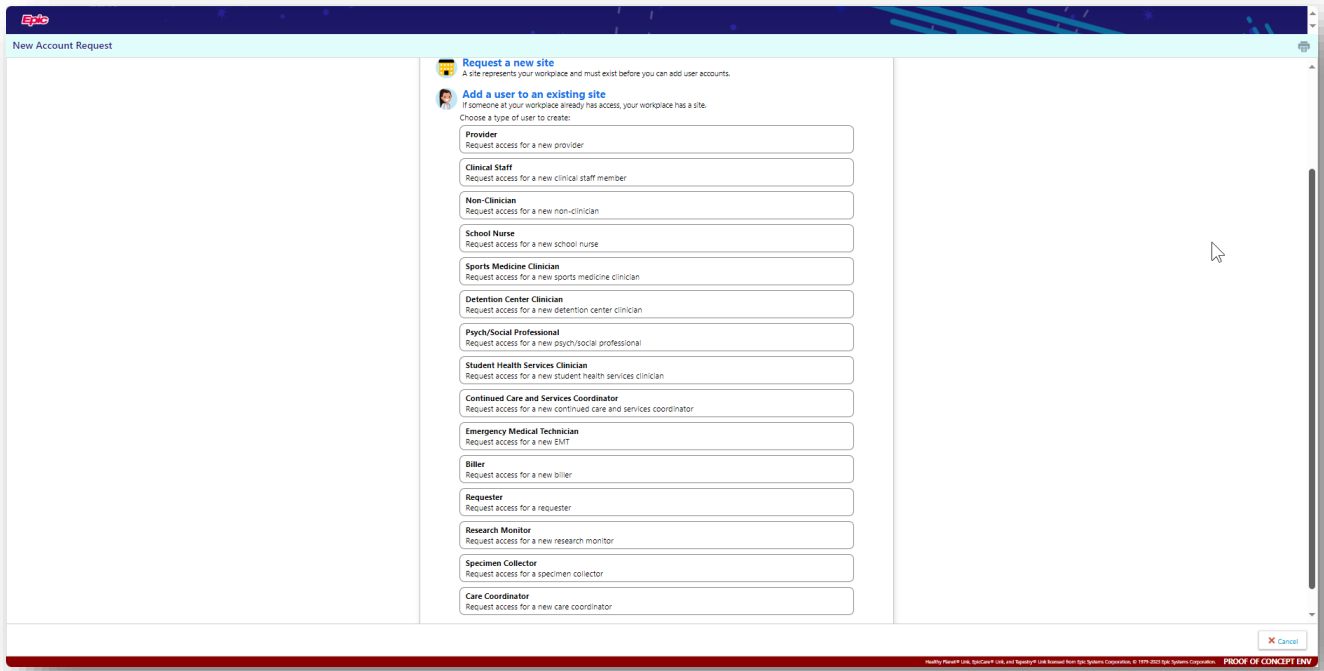
1. Launch link.sharp.com. (This site will be available March 1<sup>st</sup>)
2. Or on Sharp.com/link click Log In (will be available March 1<sup>st</sup>)
3. On the login screen, click Request New Account.





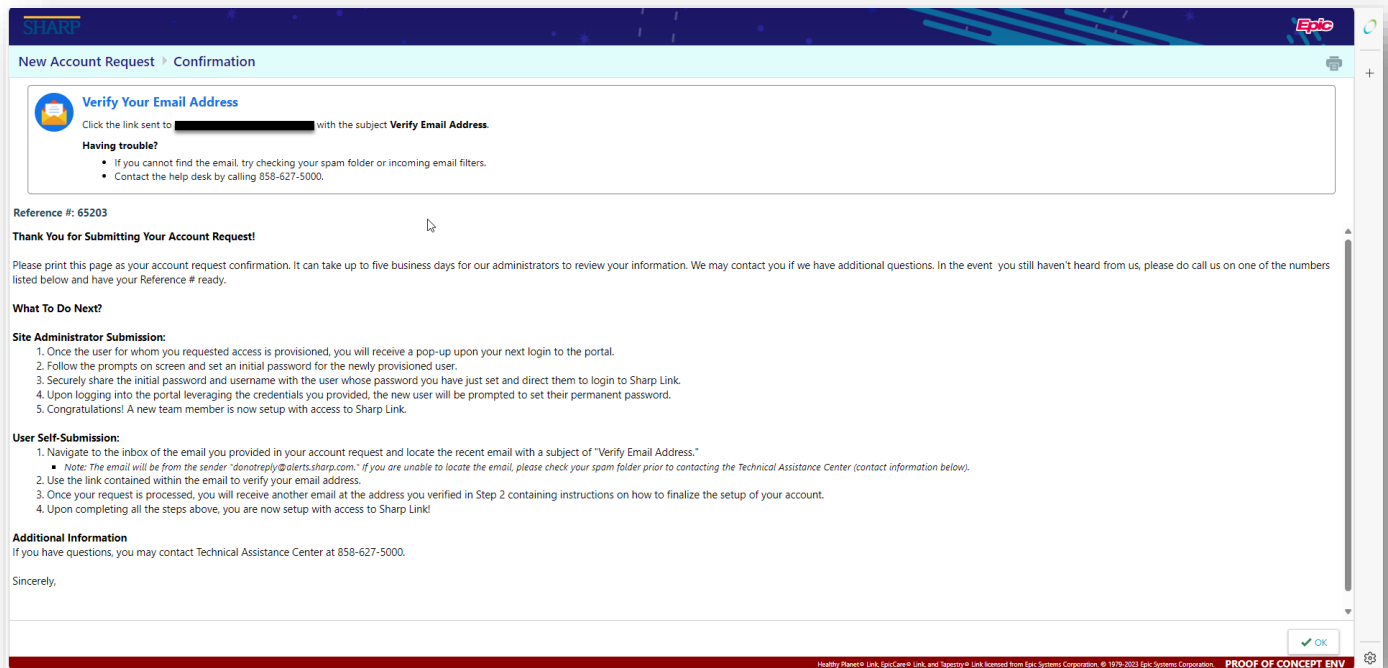
4. Click “Add a user to an existing site”.



5. At the “Choose a type of user to create:” click the most appropriate type of option for the you user you want added to Sharp Link.



6. Complete the User Information form \*\*\*  = required fields  = requested but not required fields, then click Submit Request.
7. A Confirmation screen will display with next steps. Review confirmation and click OK.



Continued on next page.

## You Can Also...

- Inquire with your designated Site Administrator about requesting a new user to be added