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 1st)
- 2. Or on Sharp.com/link click Log In (will be available March 1st)
- 3. On the login screen, click Request New Account.

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hea	lithy planet
User ID	
Password	
LOG II Request New	Account
Check Clain	n Status
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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.

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- 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.

New Account Request Confirmation		-
New Account Request > Commation		9
Verify Your Email Address		
Click the link sent to	with the subject Verify Email Address.	
Having trouble?		
 If you cannot find the email, try Contact the help desk by calling 	hecking your spam folder or incoming email filters. 358-627-5000.	
Reference #: 65203	N	
hank You for Submitting Your Account Request!	Lig"	1
Please print this page as your account request confin isted below and have your Reference # ready.	nation. It can take up to five business days for our administrators to review your information. We may contact you if we have additional questions. In the event you still haven't heard from us, please do call us on one of the nun	nbers
What To Do Next?		
 Unce the user for whom you requested acces Follow the prompts on screen and set an initi Securely share the initial password and usern Upon logging into the portal leveraging the of Congratulations! A new team member is now 	is provisioned, you will receive a pop-up upon your next login to the portal. I password for the newly provisioned user. me with the user whose password you have just set and direct them to login to Sharp Link. dedinalia you provided, the new user will be prompted to set their permanent password. setup with access to Sharp Link.	
Jser Self-Submission: 1. Navigate to the inbox of the email you provid Note: The email will be from the sender 'donot 2. Use the link contained within the email to ver 3. Once your request is processed, you will rece 4. Upon completing all the steps above, you are	ed in your account request and locate the recent email with a subject of "Verify Email Address." eply@ulerts.harp.com. 'if you are unable to locate the email, please check your spam folder prior to contacting the Technical Assistance Center (contact information below). fy your email address. er another email at the address you verified in Step 2 containing instructions on how to finalize the setup of your account. now setup with access to Sharp Linkl	
	stance Center at 858-627-5000	
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Additional Information f you have questions, you may contact Technical Ass sincerely,		
Additional Information If you have questions, you may contact Technical Ass iincerely,		• OK

You Can Also...

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