

How to Log Into the ESPO Mission Database for KORUS-AQ

This is a step-by-step guide of how to login and register for the upcoming KORUS-AQ Deployments.

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Path 1 - New Users

If you are registering for the first time:

1. **Click on the link in your email** that starts with <https://espo.nasa.gov/home/korus-aq/user/invite/...>
2. This will bring you to a page where you can designate your **username** and **password**¹ for your account.
3. Once you've clicked "**Create new account**" you will be redirected to the KORUS-AQ Registration Main Page.

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

A valid e-mail address. This e-mail address has already been verified by the account-creation link, and cannot be modified until after your account has been set up. All e-mails from the system will be sent to this address. Your e-mail address may be provided to authorized users of the system as part of your contact information.

Password *

Password strength: **Weak**

Confirm password *

To make your password stronger:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation

Enter an account password in both fields.

▼ **Locale settings**

Your time zone setting will be automatically detected if possible. Confirm the selection and click save.

Time zone

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Create new account

Creating a new account.

¹ Your password must meet **at least 3** of the following criteria to meet security requirements, if it does not you will be asked to change your password before you can edit the section in future steps:

- Make it at least 6 characters
- Add lowercase letters
- Add uppercase letters
- Add numbers
- Add punctuation (such as !@# etc).

Path 2 - Existing Users

In the email invitation to register you will be reminded of the username associated with your account.

1. Click on the link in the email that starts with *https://espo.nasa.gov/home/korus-aq/user/invite/...*
2. This will bring you to a page where you can choose to:
 - a. **Login** - if you know your password and don't want to change it at this time.
 - b. **Login and Set Password** - if you don't remember your password.

Home > One-time Login Request

This is a one-time login for [redacted] and will expire on *Fri, 2015-11-27 12:23*.

For this single login you do not need to type in a password, because your identity has been validated through the emailed token. However, to use the standard [login](#) page in future you will need to provide your password. If you do not know your account password, click on the "Login and Set Password" button to immediately set your password. Otherwise, use the "Login" button to simply login.

You can request a new password in future using the [Request new password](#) page.

Option to Login or Login and Set Password presented to users with existing accounts.

3. If you choose to reset your password you will be taken to a page where you can do so. See the note on page 2 for details on setting a strong password¹.
 4. Click **Save** at the bottom of the page to be taken to the next step of the process.
- KORUS-AQ Mission Registration

E-mail address *

[redacted]

A valid e-mail address, which will be verified via a confirmation email. All e-mails from the system will be sent to this address. Your e-mail address may be provided to authorized users of the system as part of your contact information.

Password *

Password strength: _____

Confirm password *

To change the current user password, enter the new password in both fields.

▼ **Locale settings**

Time zone

America/Los Angeles: Friday, November 20, 2015 - 12:36 -0800

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Window for resetting your password if you've forgotten it.