

dd suite *HELP*

Creating an Account and Logging in to DD Suite

Creating an Account

1. From the DD Suite home page, select the “Sign up” link.



2. In the “Email” field, enter your full e-mail address (example: joeschmo@council.org)
3. In the “Password” field, type the password you will use to login to your account.
***Note:** Although there are no forced password requirements on DD Suite, we recommend creating a strong password by using a combination of capital and lowercase letters, as well as numbers and symbols (Example: DD\$uite5)
4. In the “Confirm Password” field, re-type the password you entered in the previous step.

Sign up

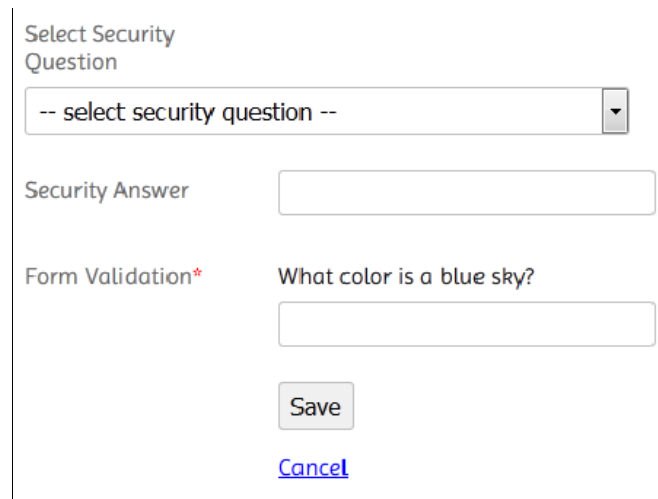
Create an Account

Email*

Password*

Confirm Password*

5. In the next few fields, continue entering the information to customize your account.
6. In the “Select Security Question” dropdown menu, choose a question that you will easily know the answer to.
7. In the “Security Answer” field, insert the answer to the security question.
***Note:** You may have to answer this question in the future in order to verify your identity and change your account information.
8. For security purposes, enter the answer to the system-generated question in the “Form Validation” field below the question.
***Note:** The correct answer to this question confirms that an actual individual is attempting to create an account on DD Suite.



Select Security Question

-- select security question --

Security Answer

Form Validation* What color is a blue sky?

Save

[Cancel](#)

9. Select the "Save" button to create your account.
10. You will receive a notification e-mail at the address you entered during signup (check all folders including the "Spam" folder.) In order to verify your e-mail and complete the registration process, you must select the link in the middle of the e-mail or paste the URL into the address bar of your internet browser. If you do not receive this e-mail, you will have the option to send another verification e-mail when you login.

*Note: It may take some time before you receive the verification e-mail. If you select this link multiple times, only the newest e-mail will be valid. If you try to continue the verification process using an older e-mail, you will receive this error message: "An activation problem occurred... a reference code is either incorrect or missing."

Logging in to DD Suite


1. From the DD Suite home page, select the "Login" link.



2. Enter your login credentials for your DD Suite account in the "Email" and "Password" fields.
3. Select the "Submit" button to log in to your personal dashboard.


Creating an Organization

1. On the user account home page, click on the “create” link to create an organization.



Profile [edit](#)

Email	Name	Title	Phone	Password
srorke00@gmail.com	Sue Rorke			change



Organizations [join](#) [create](#)

Name	State	Type	Status	Access	Title	Phone	Last Login
Massachusetts Developmental Disabilities Council	MA	dd	pending...				0000-00-00 00:00:00

2. In the “Name” field, enter the name of your organization.
3. Choose the type of organization in the “Type” dropdown menu.
4. In the “Address1” field, enter the primary address for your organization.
5. If your organization has additional locations, enter them in the “Address2” and “Address3” fields.
6. In the “City” field, enter you’re the name of the city where your organization is located.
7. In the “State” dropdown menu, select the state where your organization is located.
8. In the “Zip” field, insert the zip code where your organization is located.

Create Organization

Organization Details

Name*	<input style="width: 90%;" type="text"/>
Type*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Non-Profit ▼ </div>
Address1*	<input style="width: 90%;" type="text"/>
Address2	<input style="width: 90%;" type="text"/>
Address3	<input style="width: 90%;" type="text"/>
City*	<input style="width: 90%;" type="text"/>
State*	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Massachusetts ▼ </div>
Zip*	<input style="width: 90%;" type="text"/>

9. In the "Phone" field, enter your phone number, including area code.
***Hint:** Enter phone numbers in any format that contains the ten numbers. It will automatically be re-formatted to the (111) 111-1111 format on DD Suite
10. If you have another phone number at which your organization can be reached, enter it in the "Phone2" field.
11. If you have an organization e-mail address at which your organization can be reached, enter it in the "Email" field.
12. In the "Website" field, enter the URL (web address) of your organization.
13. After inserting all of the information, click the "Save" button at the bottom of the form.

Phone	<input type="text"/>
Phone2	<input type="text"/>
Email	<input type="text"/>
Website	<input type="text"/>
	<input type="button" value="Save"/>
	Cancel