

Creating a DecisionDirector Account by Signing Up

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There are two ways to obtain a DecisionDirector account.

One way is to receive an [invitation via email to participate](#) in a DecisionDirector activity such as requirements gathering or document feedback (or to receive a similar invitation to serve as part of a project team that is using DecisionDirector.)

The other way is to sign up for an account. This topic shows you how to do that.

Signing up for a DecisionDirector account is free and easy. All you need is an email address. If you are becoming involved in DecisionDirector for work-related reasons, you should use your work email address.

Follow the simple steps shown below.

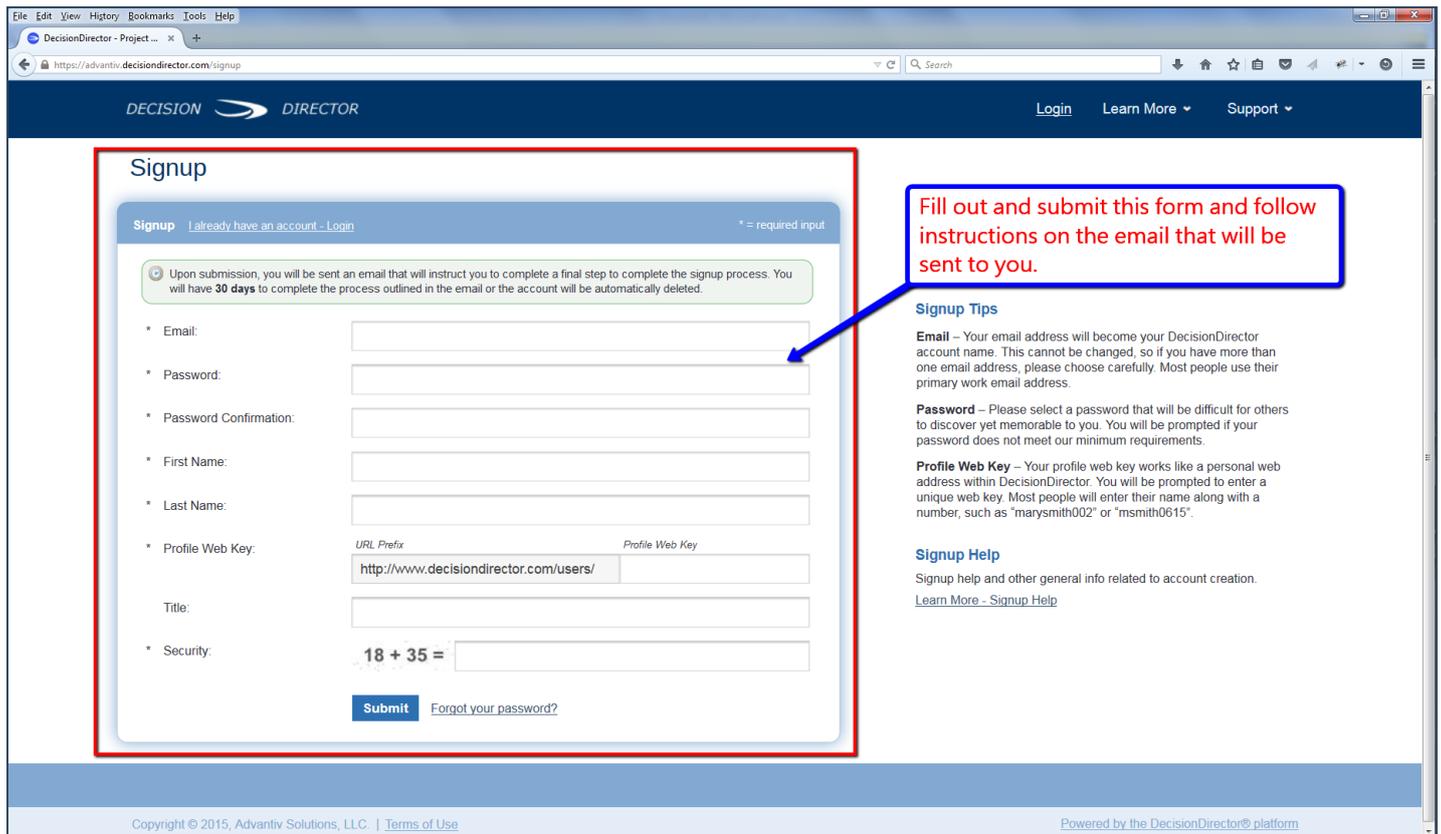
DecisionDirector Home Page

The DecisionDirector Home page allows people to login to their DecisionDirector account, or to *create* a DecisionDirector account.

The screenshot shows the DecisionDirector Home Page in a web browser. The browser's address bar contains the URL <https://advantiv.decisiondirector.com>, which is highlighted with a red box and a blue arrow pointing to it from a text box that says "Go to https://advantiv.decisiondirector.com". The page features a dark blue header with the "DECISION DIRECTOR" logo and navigation links for "Login", "Learn More", and "Support". The main content area includes a large image of a diverse group of business professionals in a meeting, with several blue speech bubbles above them. A blue box with a red border and a blue arrow points to a "Signup" button in the bottom right corner of the page, with the text "Click 'Signup'" next to it. To the right of the image is a "Login" form with fields for "Email:" and "Password:", a "Login" button, and a "Forgot your password?" link. Below the login form is a "Don't have an Account?" section with the text "Sign up and you'll be ready to join whatever projects await you!" and a "Signup" button, which is also highlighted with a red box. At the bottom of the page, there is a blue banner with the text "DecisionDirector® - The Plan-to-Procure® Platform for Complex Procurement Projects". Below this banner are three columns of content: "How our clients use DecisionDirector" (listing "Technology and Services Planning" and "Technology and Services Procurement"), "About Advantiv" (describing the company's history and a "Read More" button), and "What our clients are saying" (featuring a testimonial quote).

DecisionDirector Account Signup Page

The Signup page presents a form that you must complete in order to create a DecisionDirector account.



The screenshot shows the DecisionDirector account signup page. The page header includes the DecisionDirector logo and navigation links for Login, Learn More, and Support. The main content area is titled "Signup" and contains a form with the following fields:

- Email:
- Password:
- Password Confirmation:
- First Name:
- Last Name:
- Profile Web Key:
- Title:
- Security:

A red box highlights the entire form area. A blue box with a red border contains the text: "Fill out and submit this form and follow instructions on the email that will be sent to you." A blue arrow points from this box to the form. To the right of the form, there are "Signup Tips" and "Signup Help" sections.

Signup Tips

- Email** – Your email address will become your DecisionDirector account name. This cannot be changed, so if you have more than one email address, please choose carefully. Most people use their primary work email address.
- Password** – Please select a password that will be difficult for others to discover yet memorable to you. You will be prompted if your password does not meet our minimum requirements.
- Profile Web Key** – Your profile web key works like a personal web address within DecisionDirector. You will be prompted to enter a unique web key. Most people will enter their name along with a number, such as "marysmith002" or "msmith0615".

Signup Help

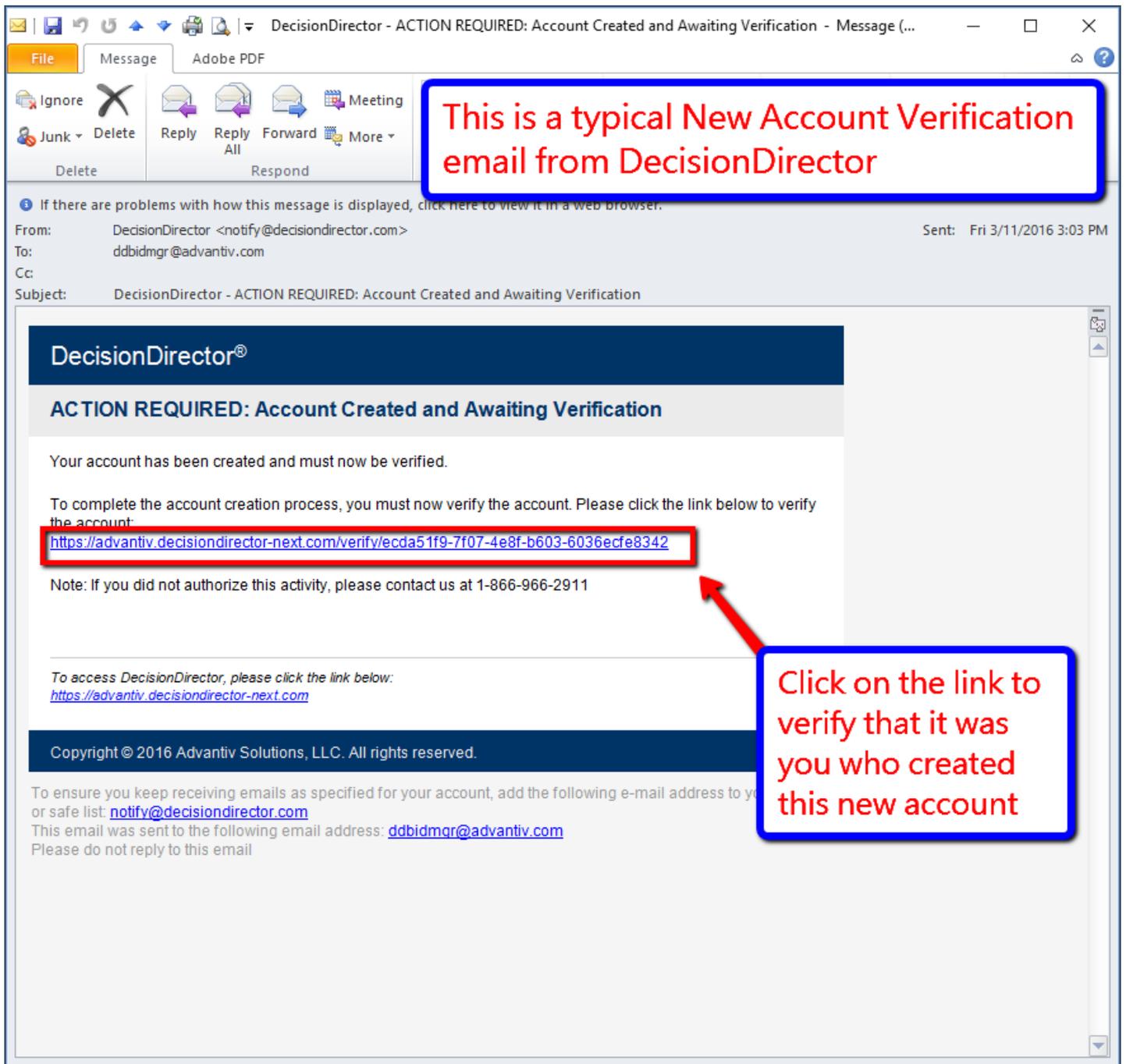
Signup help and other general info related to account creation.
[Learn More - Signup Help](#)

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DecisionDirector New Account Verification Email

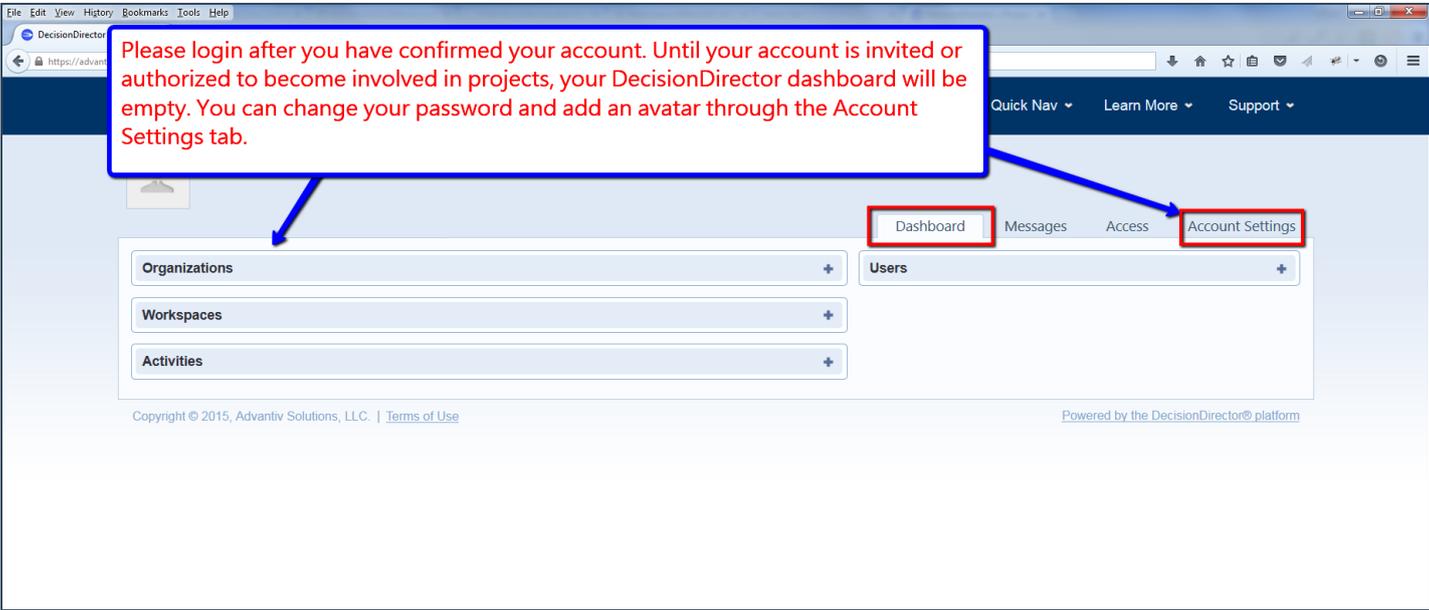
After you have created your account, a new account verification email will be sent to the email address you specified. This verification email will come from an account named "notify@decisiondirector.com" and will include a subject line that begins with "ACTION REQUIRED: Account Created and Awaiting Verification".

Important Note: Please be sure that your email system will accept messages from notify@decisiondirector.com, and that they don't get blocked or sent to your spam folder. If you do not receive the verification email, please check your spam or junk folder or contact your mail administrator for assistance.



DecisionDirector Dashboard of a New Account

When you login to DecisionDirector, you will arrive at your personal dashboard.



Please login after you have confirmed your account. Until your account is invited or authorized to become involved in projects, your DecisionDirector dashboard will be empty. You can change your password and add an avatar through the Account Settings tab.

Dashboard

Messages

Access

Account Settings

Organizations

+

Workspaces

+

Activities

+

Users

+