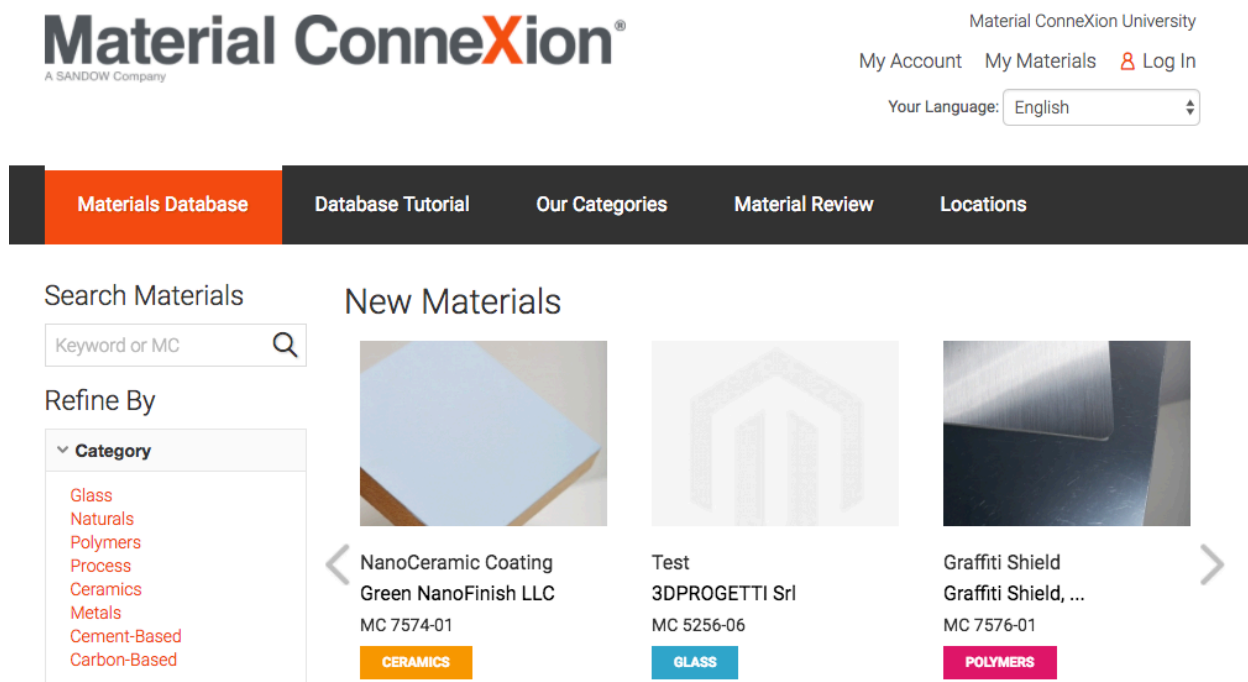
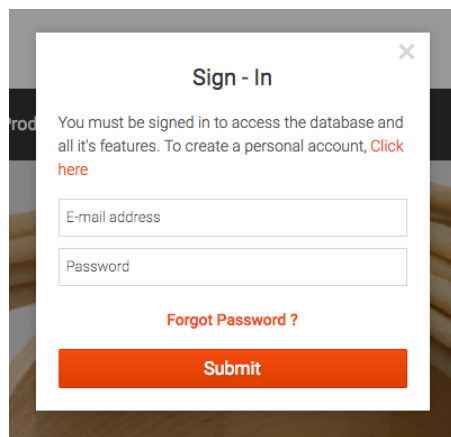


# Creating an Account in Material ConneXion



Users may begin browsing the Materials ConneXion database immediately. However, creating a personal account will allow the user to save materials to “Material Boards” which will make it easy to return to saved materials for continued research and to share their findings with professors or peers. To create a **personal account**:

Click on “Log In” at the top right. This will open a pop-up window.



**If you are a returning user**, enter the username and password, then click “Submit”.

**If you are a new user**, follow the on-screen instructions (“To create a personal account, Click here”). This will bring you to a registration page. Fill out the information. You must use your AAU email address (art.edu, i.art.edu, or academyart.edu). The list of majors is generic; choose the one that most closely matches your major at AAU.



## Material ConneXion University

**Your school's email address will be your Username.**

You will need to confirm your email as part of the registration process. Please check your inbox for instructions. You will not be able to access the database until you have confirmed your email address.

First Name \*

Middle Name

Last Name \*

Major \*

Estimated Graduation Date \*

Email Address \*

Password \*

Confirm Password \*

[« Back](#)

**Submit**

\* Required Fields

Complete the form in its entirety, then click “Submit”. Upon submission, a confirmation message will appear:

## Log In

You will need to confirm your email as part of the registration process. Please check your inbox for instructions. You will not be able to access the database until you have confirmed your email address.

*Log in to your account here. Don't have an account? [Contact us.](#)*

Email Address \*

cdavid@mcx.edu

Password \*

\*\*\*\*\*

[Forgot Your Password?](#)

Log In

Users will receive a confirmation email detailing their login information. You will need to confirm your email before you will be able to access the database with your personal account. Students must check their email at the following URL, *not their LMS*:

<https://aauemails-public.sharepoint.com>

If you do not receive the email, please check your “spam” folder.

Once you have received your confirmation email, click “Confirm Account” to complete the registration process. This will bring you to your Account Page:

The screenshot shows the Material ConneXion user account page. At the top left is the Material ConneXion logo, with "A SANDOW Company" below it. At the top right, it says "Hello, Christopher" and "Material ConneXion University". Below that are links for "My Account", "My Materials", and "Log Out". A language dropdown menu is set to "English". A dark navigation bar contains links for "Materials Database", "Database Tutorial", "Our Categories", "Material Review", and "Locations". The main content area is titled "My Account" and shows the user's name "Christopher" and email "cdavid@mcx.edu" with an "Edit" link. There are sections for "CONTACT INFORMATION", "NEWSLETTERS", and "ADDRESS BOOK", each with an "Edit" link. The "NEWSLETTERS" section indicates the user is not subscribed. The "ADDRESS BOOK" section has two sub-sections: "Billing Address" and "Shipping Address", both indicating no default address is set and providing "Edit Address" links.

**Material ConneXion**  
A SANDOW Company

Hello, Christopher  
Material ConneXion University  
My Account My Materials [Log Out](#)  
Your Language: English

Materials Database Database Tutorial Our Categories Material Review Locations

Materials / My Account

My Account  
Change Password  
Contact Information  
Address Book  
My Orders  
My Materials  
My Downloads

### My Account

Hello, Christopher

CONTACT INFORMATION [Edit](#) NEWSLETTERS [Edit](#)

Christopher David  
cdavid@mcx.edu  
[Change Password](#)

You are currently not subscribed to Our Newsletter.

ADDRESS BOOK [Edit](#)

**Billing Address**  
You have not set a default billing address.  
[Edit Address](#)

**Shipping Address**  
You have not set a default shipping address.  
[Edit Address](#)

If you have any questions or encounter any trouble navigating the database or creating a personal account, please email Brian Schumacher, the Online Resources Librarian at [bschumacher@academyart.edu](mailto:bschumacher@academyart.edu), or the Material ConneXion helpdesk at [ithelpdesk@sandow.com](mailto:ithelpdesk@sandow.com) and we will be happy to help you!