How to create an account

How to create an account on JIRA & Confluence for HL7 members and contributors.

**Step-by-step guide**

To create an account for JIRA and Confluence, you must begin with account creation on JIRA.

**Account creation on JIRA**

2. On the right side of your screen, select “Sign up for an account”

3. Complete the “Sign up” form and click the “Sign up” button at the bottom of the page to submit the form. For your username, please use the format “(given name).(family name)”. For example, “marie.curie” or “albert.einstein”.

4. You will receive and email confirming your account creation (sent to the email account you provided during account sign up).

5. On the Confirmation screen, you can now proceed to log in. Select the “Click here to log in” button to log into JIRA.
6. On the Welcome to JIRA screen, enter in the username and password you provided in Step 3.

7. The following screens will walk you through an introduction to JIRA and setting up your account. Including:

   - **Language selection:**
   - **Avatar setup:**
Account creation on Confluence

Once you have successfully created an account on JIRA, you should be able to now log into Confluence* using the same account credentials used in Step 3 above.

To access your Confluence account:

1. Click the menu option to the left of the JIRA logo at the top of your screen and select “Confluence” from the dropdown.

2. If prompted to log in, please provide the same login credentials you used when creating your JIRA account.
3. You will be provided with several introductory screens, including:

- An introductory video:

- Setting up your avatar:

- And prompts to watch various "spaces":

Select Finish and enjoy your new Confluence and JIRA accounts! We look forward to your contributions to HL7!

*Please note that some users have experienced a delay in accessing Confluence after they've created their account on JIRA. Please allow a couple days for the Confluence profiles to activate before contacting administration with any issues with activating your Confluence account.

Permalinks Reference

Confluence: www.hl7.org/permalink?confluence

JIRA: www.hl7.org/permalink?jira

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