Custom Query Builder Help

Register to use Query Tool

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Introduction

This document explains how to self-register for the NASSGAP website and Annual Survey Custom Query Tool. In order to save queries using the Query Tool, you must first register.

Getting To the Registration Screen

To get to the registration screen, you may follow links from one of three places:

1. The Site Map
2. The Main Custom Query Screen
3. The Custom Query Summary Screen

I Already Registered but I Don't Remember My Password

If you have already registered and have an account, you can go to the password reminder screen and enter your username and email address – this will send you an email containing your password (You did use your real email address, right?).

Filling out the Registration Screen

To register to use the custom query tool, you must fill out the registration screen (Picture follows):

To register, enter the following information (all fields are required) and click the "**Register**" button:

- **Username** – you will use this when you log in. Also, if you ever forget your password, you will need this to retrieve your password.

- **Password** – you will use this when you log in. Your password must be at least 6 characters in length.

- **Confirm Password** – this is to make sure you typed your password correctly

- **First Name** – enter your first name

- **Last Name** – enter your last name

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- **Email Address** – enter your email address. Your login information can be automatically sent to this address if you forget your password.

If you are interested, the NASSGAP Privacy Policy may be accessed from the screen.

Once you click "Register" you will be forwarded to the screen you were on; you are now logged in! You may now save queries or modify your profile using the Virtual Office.