Creating a Collaboration Account for Stellar

Non-MIT users who are new to Stellar must first create a Collaboration Account in order to access Stellar. An account can be created one of two ways:

A. If the instructor, administrator or TA knows the email address of the person they wish to add, they can add the person’s non-MIT email address to the class membership list and an email will automatically be sent to the person asking them to create a Collaboration Account.

B. Or, the non-MIT person may create and activate the Collaboration Account first by following the instructions below and then ask the instructor, administrator or TA to add their email address to the class site’s membership list.

How does a non-MIT user create a Collaboration Account?

1. To create a Collaboration Account, please go to the following website: https://idp.touchstonenetwork.net/cams/CreateAccount.action. Please fill in all of the fields, type the two words in the Word Verification (the two words you see will be different than those shown here) and then check the check box to agree to the Rules of Use once you have read them. Then click the Create Account button.

2. A message will appear letting you know your account as been created, but you must activate it before using it. An email with an activation code will be sent to your email address. Check your email.
3. Here is a screenshot similar to the email you will receive. Click on the link to confirm and activate your account.

   ![Confirmation email screenshot]

   Do not reply to this message! It was sent from an unattended mailbox. To confirm your email address and activate your MIT Touchstone collaboration account for use, go to the following URL:
   
   [https://doe.touchstoneone.net/crm/ActivationCode=67V2J5JuFZULay0R28kC2%20R80sOuT7M9IM09y88dt1%30](https://doe.touchstoneone.net/crm/ActivationCode=67V2J5JuFZULay0R28kC2%20R80sOuT7M9IM09y88dt1%30)

   If you cannot click on the link, you can copy paste the URL into your browser.

   You can also manually activate the account by typing the following activation code at [https://doe.touchstoneone.net/crm](https://doe.touchstoneone.net/crm) and then entering your activation code: 67V2J5JuFZULay0R28kC2%20R80sOuT7M9IM09y88dt1%30

   Confirming your email address will activate your account, and enables you to recover your password should you ever forget it.

   ![Confirmation email screenshot]

   Signed,
   The MIT Touchstone Team

4. You will see a message letting you know your account has been activated and it's ready for use. Click on the link for Touchstone enabled applications.

   ![Confirmation email screenshot]

   For more information regarding Touchstone and Collaboration Accounts, please go here.

### For Service Desk Consultants:

If this article does not resolve the issue, please gather the information listed on the [hd:Stellar LMOD Recon] queue, mark the ticket new and move it to the Helpdesk:HDEdSys queue.