

## Open Research Data Online (ORDO) user guidance: logging in and managing your account



### Registering and logging in

You can get to [ORDO](#) from links on the Library's main website [Services for you: researchers page](#), the [Library research support website](#), and various other research support areas on the OU's web pages.

Click the red login box in the top right corner to be taken to the OU active directory authentication page for your first login.

For subsequent logins you should use the institutional login to access ORDO, then enter your Open University email address.

A screenshot of a login form titled "Log in to figshare". It contains two input fields: "Email address" and "Password". Below the "Password" field is a red link for "Forgot password?". To the right of the "Forgot password?" link is a red "Log in" button. At the bottom of the form, there is a link for "Institutional account?" with a small icon of a building, and a "learn more" link.

If you have trouble logging in, please contact [library-research-support@open.ac.uk](mailto:library-research-support@open.ac.uk).

### Logging in from off campus

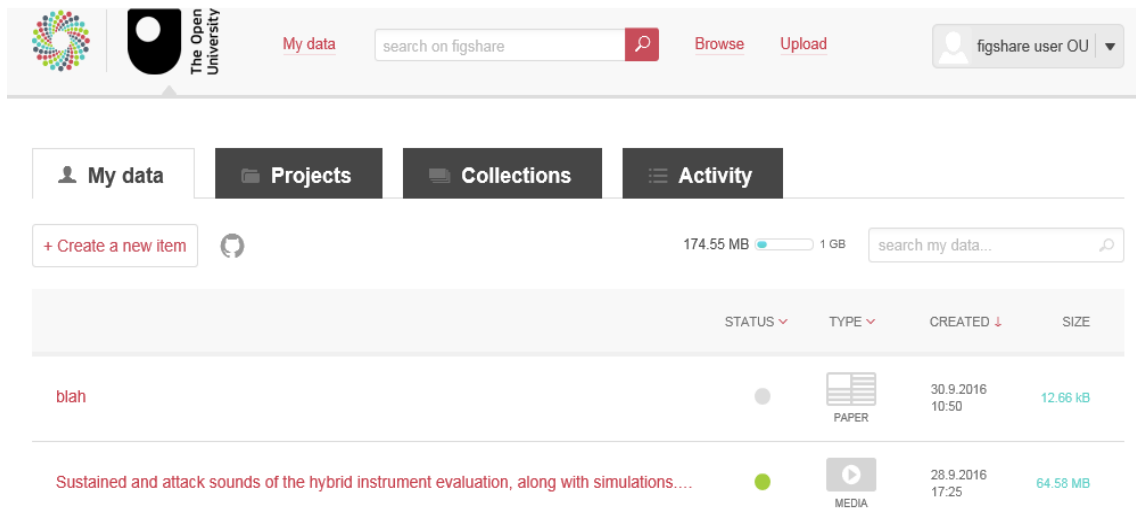
As an extra measure of security, ORDO uses multi-factor authentication for off-site users. When logging into the system for the first time you will be asked to choose a method for receiving an additional verification code. Three options are provided, mobile app, text message, phone call.

The next time you login when off-site, your previous verification method will be offered by default. You can choose another verification method.

A screenshot of a security verification page. It starts with the text "Welcome OPEN-UNIVERSITY\Im23632". Below this is a message: "For security reasons, we require additional information to verify your account". Then it says "Your admin has required that you set up your account for additional security verification." At the bottom, there is a question "How should we contact you?" followed by a dropdown menu that currently shows "Mobile app".

## Landing page

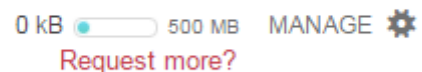
Once logged in, you will arrive at the 'My data' screen. From here you can create new items, edit existing unpublished items, move to project workspaces, view any collections you have set up, or activity (messages) on your account. Projects allow the sharing of research data within a research group while the research is still active. For more information, see 'Creating a new project'.



	STATUS	TYPE	CREATED	SIZE
blah		PAPER	30.9.2016 10:50	12.66 kB
Sustained and attack sounds of the hybrid instrument evaluation, along with simulations....		MEDIA	28.9.2016 17:25	64.58 MB

## Increasing your storage space

Each individual account within ORDO has a default amount of storage space upon login. You can request this is increased from within your 'My data' page. Underneath the Activity tab you can see how much current storage you have. Hover your cursor over the storage bar to see the 'Request more' option display.



## Navigating to ORDO home page

To go back to the ORDO home page, click on the OU logo at the top of the page. From the ORDO home page, you can go to 'My data', search across the whole of Figshare for published datasets, browse for other OU published research datasets, or upload your own research data.