## Creating an OSUgiving.com Login

- To request a login, go to <u>Create User (osugiving.com</u>). Fill out the form so that we can match you to your donor record. This process generally takes 1-2 business days because we have to review each of them to ensure that we are not giving someone access to someone else's information.
- Once your login is created, you will receive an email letting you know that your account has been created and you can go ahead and login. You will not receive a temporary password; you will just create your password the first time you login.
- Once you have your login and password established, here is the link to login to your account: <u>https://secure.osugiving.com/s/login/</u>
- Enter your Email address and Password in the boxes:



**Note:** If you are a campus user trying to access reports, please click here: <u>Accessing OSUgiving.com Reports | Salesforce</u>

## **Updating Your Profile**

Once you are logged in, you should see this screen:



Click on the Profile button in the upper right of the screen and select My Profile:



You should then see your information. Click on the Edit Profile button to make changes.

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Once you have made your changes, click the Save button at the top or bottom of the screen.

SAVE

Note: To view your giving history, click on the Giving History Link on the top bar.