



Knowledge Bank Registration

Instructions

1. Register with the Knowledge Bank.

- Go to: <https://kb.osu.edu/dspace/index.jsp>
- Click on "My Knowledge Bank" in the left-hand column
- Click on "New user? Click here to register."
- On the registration screen that displays, type in your OSU email address and click on [Register].

2. Check your email and set your password for the Knowledge Bank.

- Retrieve messages from your OSU email address.
- You will receive an email from the Knowledge Bank that contains a link to a web page in KB that allows you to set your password.
- Click on that link and set your password.

Note: The email you receive is generated by the system and not a person so if you have questions, please email us at libkbhelp@lists.acs.ohio-state.edu.

3. Check to see if you can log into "My Knowledge Bank"

- Go back to : <https://kb.osu.edu/dspace/index.jsp>
- Click on "My Knowledge Bank."
- Type in your email address and password. A screen should display that reads "My Knowledge Bank: <Your name>".
- You will also see a message at top of the left-hand column: "Logged in as name.n@osu.edu", for example.
- Click on "Logout" to log out.