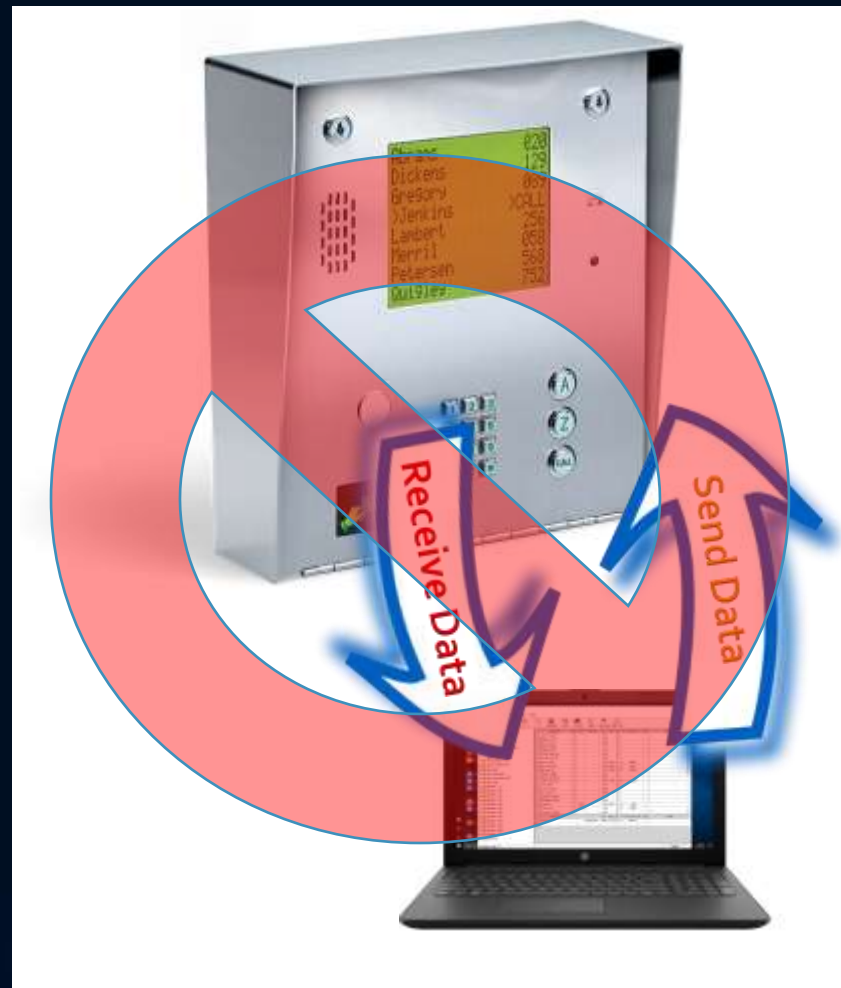# Preparing to use the Cloud, creating User ID's for your staff

Please Note:

Sending Data will be blocked from PC Software once you activate the Cloud
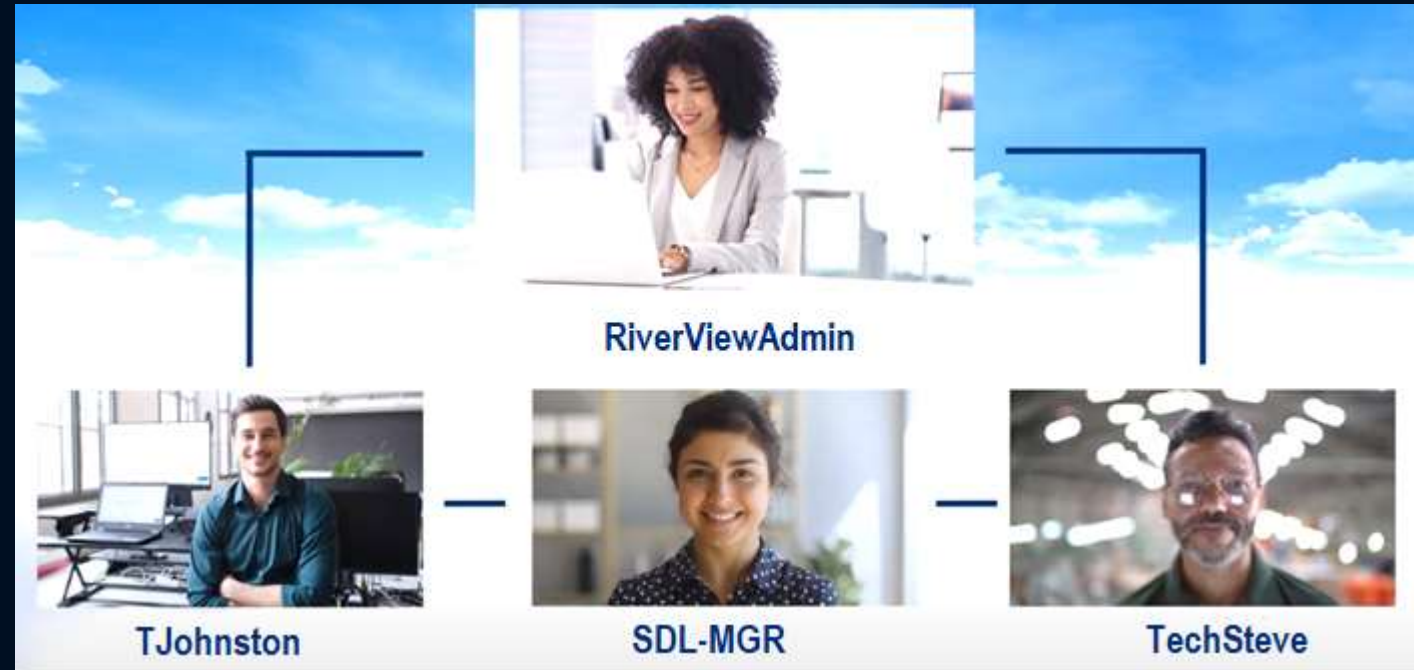
✓ **Make sure everyone on your team is ready to use the cloud before making the move!**

Cloud access:

✓ **One of the new features in the Cloud is the ability to track "who made a change"**

✓ **So... each person should have a unique User ID**

RiverViewAdmin

TJohnston

SDL-MGR

TechSteve

For the system registered Owner:

✓ **Log in with your existing Username and password**

   ➢ **IM Server Log In**

   ➢ **DKS Cellular Log In**

For other people who need to program, create a User ID for each person:

- ✓ Go to:
  https://www.doorking.com/

- ✓ Click on:
  Register your software
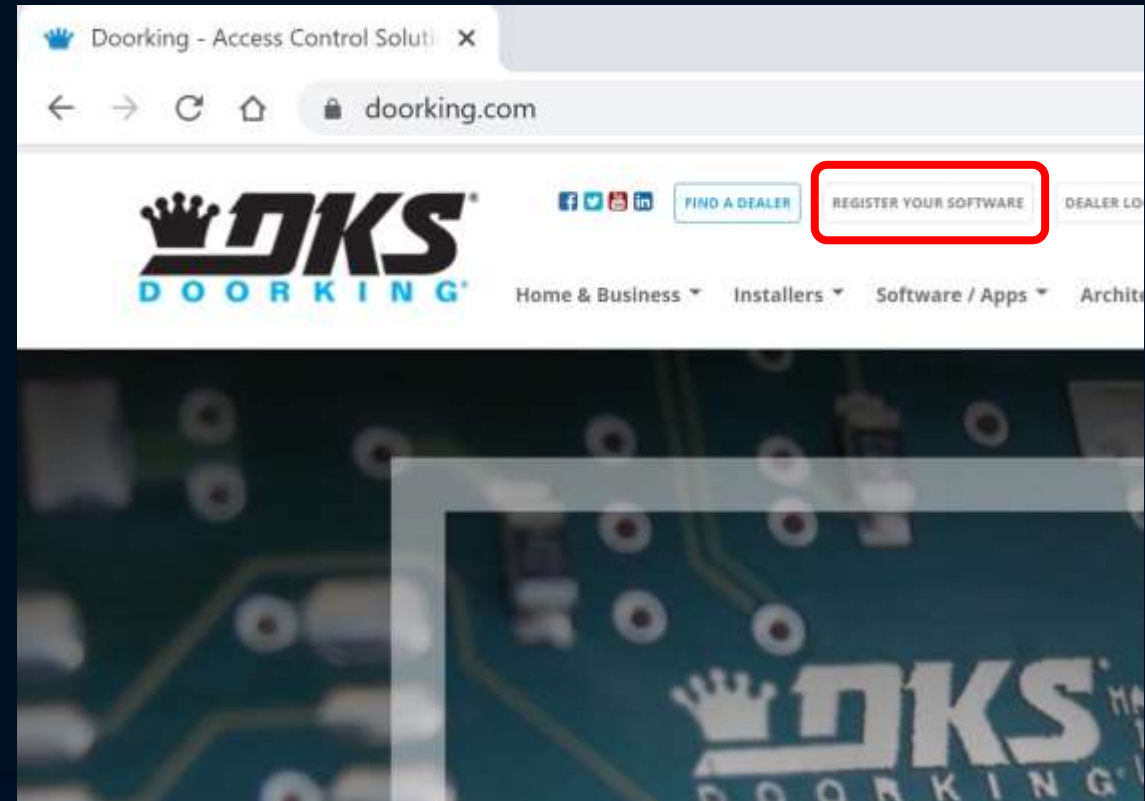
Creating a User ID:
✓ **Select:**
IM / DKS VoIP

Creating a User ID:

- ✓ **Fill in the Contact Information**

- ✓ **Choose a User ID**

- ✓ **Choose a Password**

- ✓ **If the "Register" button is not live, check that email and passwords match. These are Case Sensitive**

✓ **If you are just creating a User ID, Register as a Data Only user.**

✓ **Click on "Done"**

✓ **Registration completed**