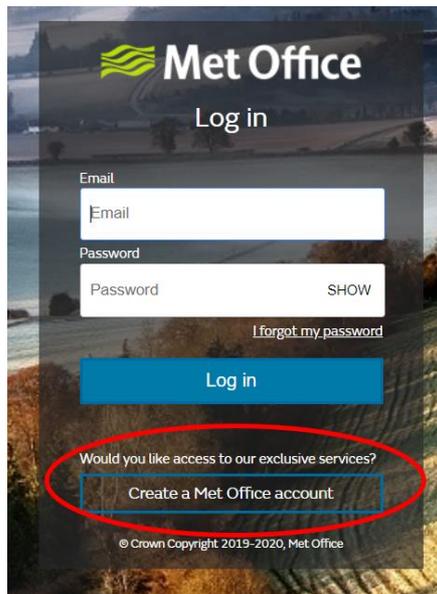


Creating a Met Office account to use NWR

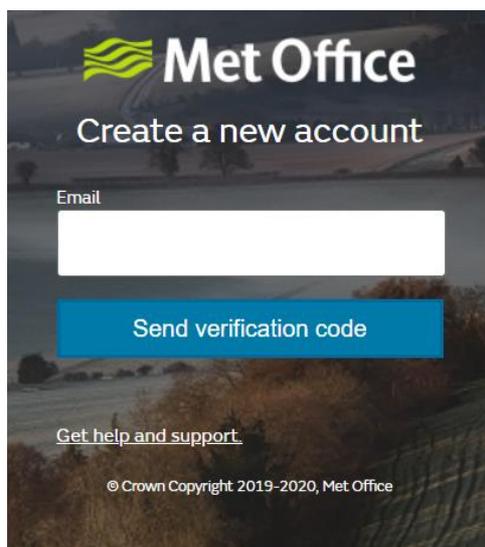
Once your organisation has registered for NWR, follow the steps below to create a Met Office account to use NWR:

(Please note: all users, even those identified as Superusers in the registration process, will need to create an account to access the NWR service.)

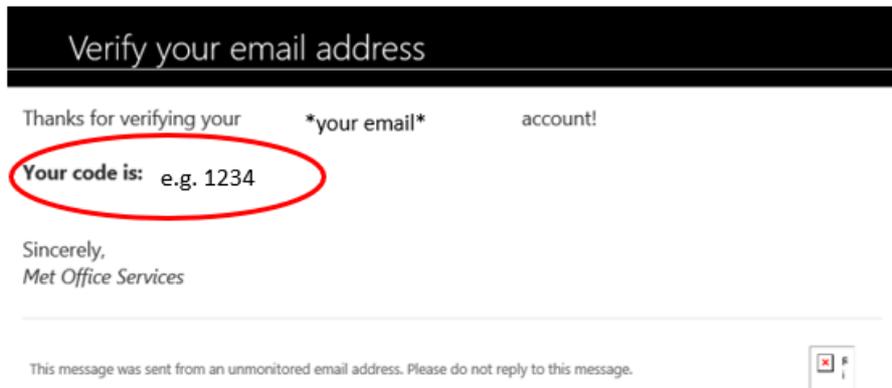
1. Create a Met Office NWR account by using the 'Create a Met Office account' button on the [log in page](#).



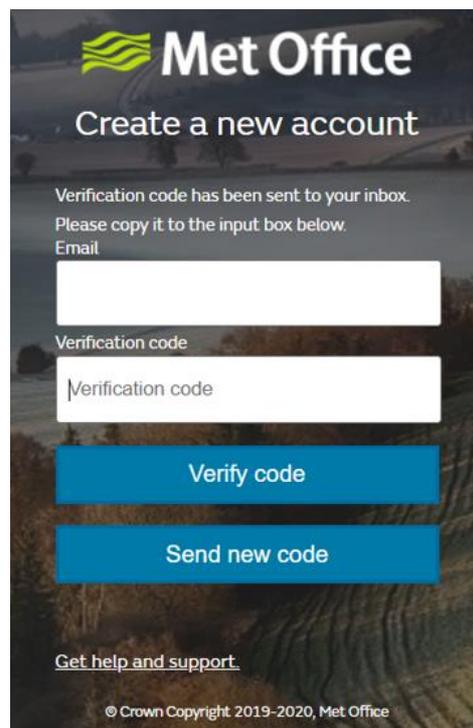
2. Type your organisational email address (**using lowercase letters only – the system is case sensitive**) into the field to send a verification code to your Inbox



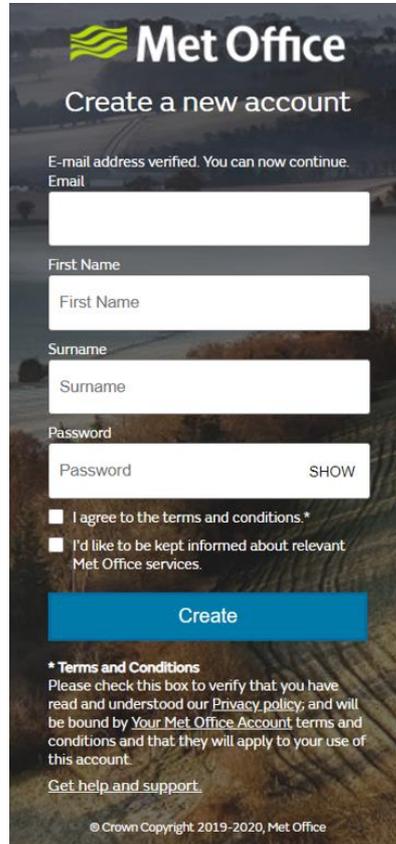
3. You will receive an email that looks like this.



4. Enter your verification code into the field and click 'Verify code'.



5. Add your details, your chosen password, and indicate you agree Terms and Conditions by checking the box. Click 'Create' to finish the set up process.



Met Office
Create a new account

E-mail address verified. You can now continue.

Email
[Input field]

First Name
[Input field]

Surname
[Input field]

Password
[Input field] SHOW

I agree to the terms and conditions.*
 I'd like to be kept informed about relevant Met Office services.

Create

* **Terms and Conditions**
Please check this box to verify that you have read and understood our [Privacy policy](#), and will be bound by Your Met Office Account terms and conditions and that they will apply to your use of this account.
[Get help and support.](#)

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6. The set-up of your account is now complete and you can log into NWR via the log in screen nwr.metoffice.gov.uk. You will receive an email from metoffice@service-now.com, like the one shown below, to confirm your account is live.

User Account Created Successfully

 metoffice@service-now.com
To
Follow up. Completed on 05 June 2020.

[Reply](#) [Reply All](#) [Forward](#) [...](#)
Thu 28/05/2020 16:21

Hi!

Thanks for signing up, your account has now been created.

You can access your requested application at:
<https://nwr.metoffice.gov.uk>

This is an automated email. Replies are not monitored.

Ref:MSG10918143_0w87x8u23AfJXW3r2u1