

# **Landscan Registration and Data Access Process for Educational (K-12, Colleges, and Universities), US Government, and United Nations Humanitarian Organizations**

## **Introduction**

This document outlines the steps required for Educational (K-12, Colleges, and Universities), US Government, and United Nations Humanitarian Organizations to obtain LandScan Global Population Data Sets. It also contains troubleshooting advice and contact information for registration and technical data questions.

Educational organizations are defined here as organizations that issue diplomas and/or degrees. If your research institute does not issue diplomas or degrees, select “Other” as your organization type.

Non-profit organizations, commercial businesses, and other organizations should follow the instructions provided after selecting the most appropriate organization type at [http://www.ornl.gov/sci/landscan/landscanCommon/landscan\\_register.html](http://www.ornl.gov/sci/landscan/landscanCommon/landscan_register.html).

The LandScan Registration and Data Access process is **semi**-automated. *It is our goal to process your requests and answer your questions within one to two business days; however, it may take up to three business days to receive a response.*

## **LandScan Global Population Data Registration and Access Process**

- 1) Applicant goes to the LandScan registration website at [http://www.ornl.gov/sci/landscan/landscanCommon/landscan\\_register.html](http://www.ornl.gov/sci/landscan/landscanCommon/landscan_register.html)
- 2) Applicant chooses correct license type (Educational, U.S. Government, U.S. Government Contractor, or United Nations), completes the registration form, and submits to ORNL.

Please do not use acronyms except for those that are globally recognized. Include the email address that is affiliated with the organization under which you are registering. If you are requesting an educational license, use your email address from your school, college, or university. We do **NOT** accept email addresses from yahoo, gmail, hotmail, etc.

- 3) ORNL reviews the registration for license type and applicability. If complete, ORNL emails a license agreement to the applicant. If not, ORNL requests additional information from the applicant (via email), updates the registration, and sends a license agreement to the applicant.

4) Applicant obtains the appropriate signature from his/her organization and faxes the signed license to ORNL (US 865-576-7543).

5) ORNL receives the signed license agreement (applicant is now considered a user) and sends the instructions for obtaining a username and password to the user.

6) User receives instructions for obtaining a username and password (found at [http://www.ornl.gov/sci/landscan/landscancommon/landscan\\_signup.html](http://www.ornl.gov/sci/landscan/landscancommon/landscan_signup.html)).

6a.) User goes to the above URL and obtains a username and password from the ORNL password generation system, XCAMS. When you get to the XCAMS registration page, use the email address used when completing the LandScan Registration form.

The XCAMS registration system has the following steps:

1. Read the XCAMS User Agreement and, if you agree to the terms select the “I agree” radio button and then the “Continue” button.
2. Enter your preferred username.
3. Complete the Personal and Contact Information. Be sure to use a PIN (Personal Identification Number) that you can remember; it is needed to change your password if you should forget it.
4. Create and confirm a password that complies with the Password Rules Policy (available on the XCAMS page).
5. Check your email inbox for an email from [helpline@ornl.gov](mailto:helpline@ornl.gov).
6. Open the email sent to you from [helpline@ornl.gov](mailto:helpline@ornl.gov) and double-click on the provided link.

6b) The LandScan License Manager (a person, not a system) receives an email from the XCAMS system to approve or deny users request for XCAMS access. As long as the requester has completed the LandScan Registration form and his/her organization has a license agreement in place, the LandScan License Manager will approve the XCAMS account.

7) The LandScan License Manager **MANUALLY** finalizes the LandScan User’s Registration record and provides access permissions on the LandScan data download SharePoint site. Upon completion, an email is sent to the user from the LandScan download SharePoint site. This email contains the username format requirement (“**extranet\username**”) and the location of the LandScan data download site (<https://share.ornl.gov/sites/landscan/2007/default.aspx>).

8) User logs on to <https://share.ornl.gov/sites/landscan/2007/default.aspx>, and downloads the datasets of choice.

## **Troubleshooting Advice and Contacts:**

### **Problems logging on?**

Review this document to be sure you have completed the data registration and access process.

Be sure you have included “extranet\” before your username and that there are no spaces in the middle of or before your username and/or password.

Double check your password for characters that look similar (i.e., l, 1 i) and try using the alternate character, if you created your own password, this should be an issue.

Request assistance from [landscanregister@ornl.gov](mailto:landscanregister@ornl.gov).

### **Questions about the datasets?**

Review the Documentation by clicking on it in the left frame ([http://www.ornl.gov/sci/landscan/landscanCommon/landscan\\_doc-main.html](http://www.ornl.gov/sci/landscan/landscanCommon/landscan_doc-main.html)).

Most general questions about the datasets are located in the Frequently Asked Questions (FAQs) section ([http://www.ornl.gov/sci/landscan/landscanCommon/landscan\\_faq.html](http://www.ornl.gov/sci/landscan/landscanCommon/landscan_faq.html)).

Send questions to [Landscantechical@ornl.gov](mailto:Landscantechical@ornl.gov).

### **Are you wondering what the status of your registration is?**

If you have completed the information/process steps above and wonder why you have not heard from ORNL regarding your data request, please send an email to [landscanregister@ornl.gov](mailto:landscanregister@ornl.gov).