1. Visit opendoor.asu.edu. You should click **sign in** to get access to the website functionality. If you have not used the site before, please use the information below to request access.

2. Click on **Staff**. From the drop down, select request access for website access.
3. Once you receive access to the website. You will click **staff**. From that drop down, hover over **activity dashboard** and click **Create New Activity**.