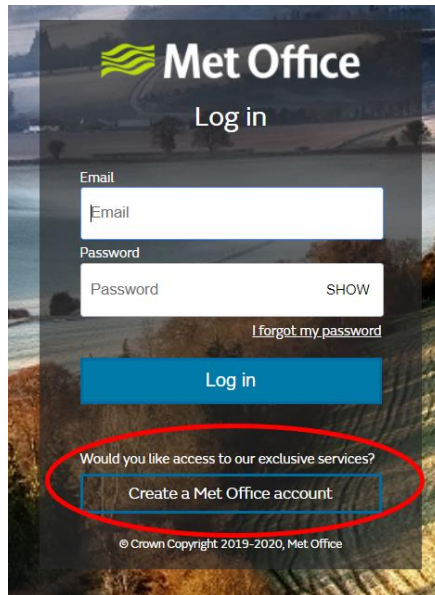


### Creating a Met Office account to use NWR

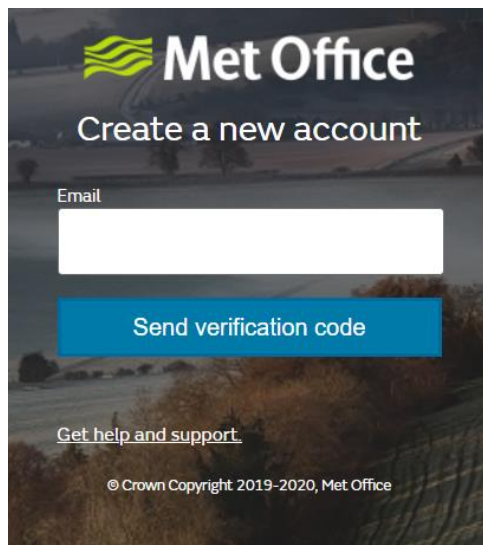
Once your organisation has registered for NWR, follow the steps below to create a Met Office account to use NWR:

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

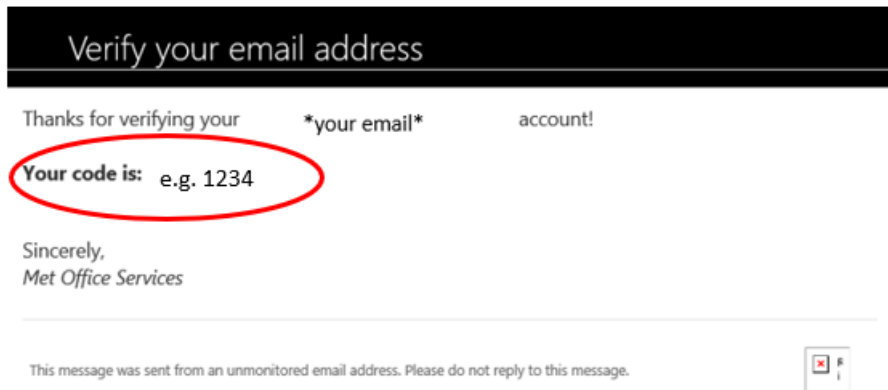
1. Create a Met Office NWR account by using the 'Create a Met Office account' button on the [log in page](#).

The image shows the Met Office 'Log in' page. It features the Met Office logo at the top, followed by the text 'Log in'. Below this are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button to its right. A link for 'I forgot my password' is located below the password field. A blue 'Log in' button is positioned below the 'I forgot my password' link. At the bottom of the form area, there is a question: 'Would you like access to our exclusive services?' with a blue button labeled 'Create a Met Office account' directly below it. This button is circled in red. At the very bottom of the page, there is a copyright notice: '© Crown Copyright 2019-2020, Met Office'.

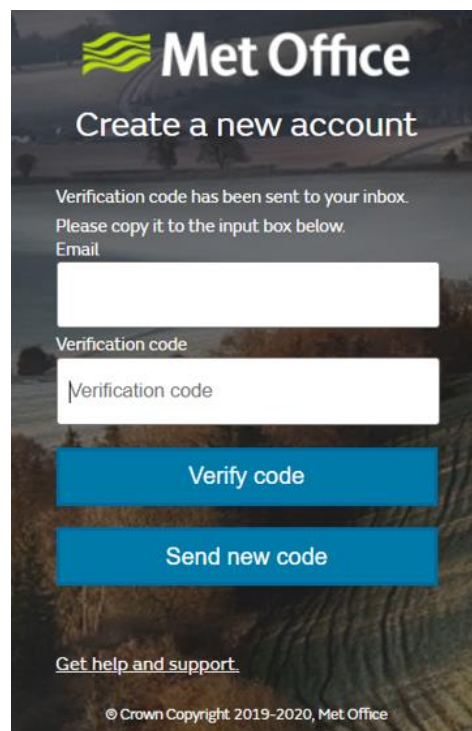
2. Type your organisational email address into the field to send a verification code to your Inbox

The image shows the Met Office 'Create a new account' page. It features the Met Office logo at the top, followed by the text 'Create a new account'. Below this is an 'Email' input field. A blue button labeled 'Send verification code' is positioned below the email field. At the bottom of the page, there is a link for 'Get help and support.' and a copyright notice: '© Crown Copyright 2019-2020, Met Office'.

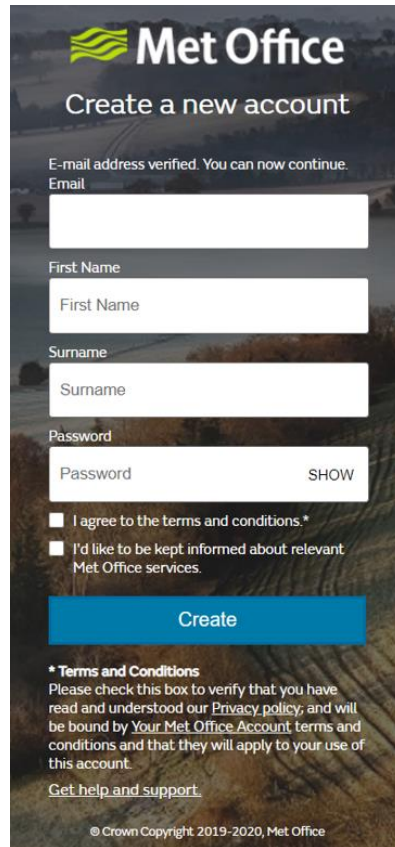
3. You will receive an email that looks like this.



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.



The screenshot shows the 'Create a new account' page on the Met Office website. At the top is the Met Office logo and the heading 'Create a new account'. Below this, it states 'E-mail address verified. You can now continue.' The form includes input fields for 'Email', 'First Name', and 'Surname'. A 'Password' field is shown with a 'SHOW' button. There are two checkboxes: 'I agree to the terms and conditions.\*' and 'I'd like to be kept informed about relevant Met Office services.' A blue 'Create' button is at the bottom. Below the button, there is a section for '\* Terms and Conditions' with a paragraph of text and a link for 'Get help and support.' At the very bottom, it says '© Crown Copyright 2019-2020, Met Office'.

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](https://nwr.metoffice.gov.uk). You will receive an email from [metoffice@service-now.com](mailto:metoffice@service-now.com), like the one shown below, to confirm your account is live.

User Account Created Successfully

 [metoffice@service-now.com](mailto: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