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**Welcome to the new registration portal for the Data protection Commission, Ghana. It should provide you a step by step guide for Activating your registration as an existing data controller or processor.**

# What do I need to activate my account for my organization

* **An email address (recommended to be a business email address)**
* **A password (to be create by you)**

# Activation Email

You should receive an email from us with an activation link. Check your email for an email from with the subject below



## **Note: If the activation email does not appear in your inbox, check your junk/spam mailbox. You cannot access the account without activating the account. You may also contact the DPC if the activation ink has expired.**

Click on the activation email then click on the Activate account button

A screenshot of a cell phone

Description automatically generated

Enter (create) a Password and click on save.A screenshot of a cell phone

Description automatically generated

**Congratulations!!** you have activated your account for your organization

## Note: You will need the password you have just created to log into your account each time you wish to access the account.

For further details of how to manage your account after activation *(existing registered controllers \* processors only) see Managing your account guide and or Renewing your account guide from our website.*

# Navigation around the registration system

## Takes you to the beginning of the registration pageA close up of a logo Description automatically generatedTakes you to all the users in the registration account

## Note: If this a is new registration only the current user will apper with an admin access. The admin user’s email address will be displayed

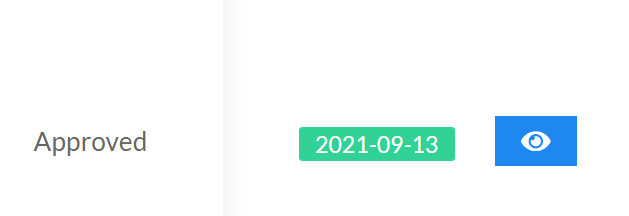
## Use this icon to access your account or to log out

# Registration Status

The status of your organization’s registration will be displayed.

The various status available are:

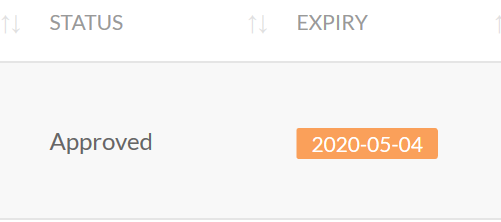
**Approved:** The application has been approved and will expire on the date indicated.



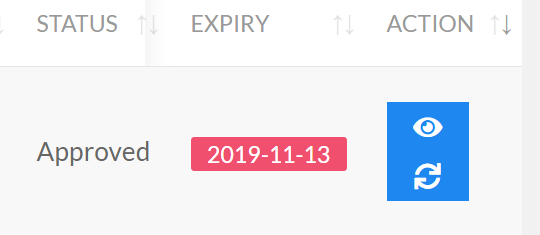
The date of next or renewal or valid till

**Ready for Renewal:** Your registration is due for renewal and will expire on the dates specified. You can start the renewal process 3 months before it expires.

**A screenshot of a cell phone

Description automatically generated**

**Expired:** The registration has expired, and renewal is overdue. The expiry date will be displayed in red and a renewal button should be available



## **Note:** You can now continue with the registration process or you can log out and come back to complete the process If you do not have all the required information

# Signing into your Organization’s account

Click button on the registration home page.

**A screenshot of a cell phone

Description automatically generated**

Enter the email address and password you used to for activation Click sign in button.

## **Note:** If you do not remember the password click forgot password. An email link will be sent the email address used to register

**Congratulations you are now ready to register your organization!!!**

# Navigation around the registration system

## Takes you to the beginning of the registration page



## A close up of a logo Description automatically generatedTakes you to all the users in the registration account

## Note: If this a is new registration only the current user will apper with an admin access. The admin user’s emails address will be displayed here

## A screenshot of a cell phone Description automatically generated

## Use this icon to access your account or to log out

For further details of how to manage your account after activation *(existing registered controllers \* processors only) see Managing your account guide and or Renewing your account guide from our website.*