



ACLED Access Guide

The [ACLED Access Portal](#) is part of a new registration system designed to maintain free public access to ACLED data while providing greater oversight and tailored support. This guide explains how to create and manage an account, generate an access key, and use that key to download data through the ACLED website. If you have any questions about these instructions or anything not covered in the guide, please contact our dedicated registration helpdesk at access@acleddata.com.

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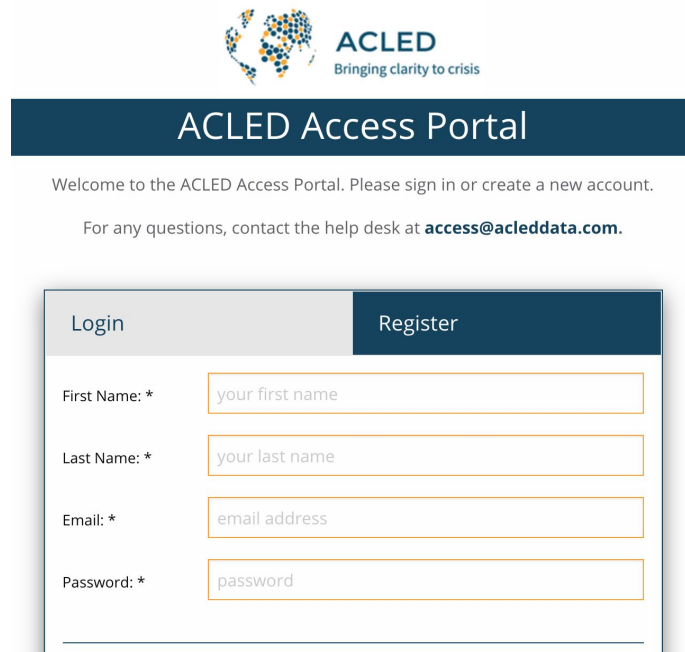
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1. Creating a New Account & Generating an Access Key

Registering with the [ACLEDAccess Portal](#) allows you to generate a unique access key that will enable you to download ACLED data.

1. Create a new account by registering with the [ACLEDAccess Portal](#) and filling out the following form fields:



The screenshot shows the ACLED Access Portal registration page. At the top, there is the ACLED logo with the tagline "Bringing clarity to crisis". Below the logo is a dark blue banner with the text "ACLEDAccess Portal". Underneath the banner, there is a welcome message: "Welcome to the ACLED Access Portal. Please sign in or create a new account." and a contact email: "For any questions, contact the help desk at access@acleddata.com." The registration form itself has two tabs: "Login" and "Register". The "Register" tab is active. The form contains four input fields: "First Name: *" with placeholder text "your first name", "Last Name: *" with placeholder text "your last name", "Email: *" with placeholder text "email address", and "Password: *" with placeholder text "password".

- a. **Email:** If you are affiliated with an organization or company, please use your affiliated email to ensure you gain access to any organizational benefits associated with your account.
 - b. **What category best describes you/your affiliation?:** Please select the category that best describes you or your affiliation.
 - c. **Name of your organization/institution/company?:** Please write out the full name of your organization.
 - d. **How will you be using ACLED data?:** Please provide a full description of your use. This helps us to better understand our users so as to provide better resources, analysis, and learning materials to fit your needs.
2. Once registered, you can login to the [ACLEDAccess Portal](#) home page, also known as the Dashboard.

Welcome John Smith

Menu

- Home
- Usage
- My Account
- Terms of Use
- API User Guide

Dashboard

Your account is waiting verification. Please check you inbox and junk filters or request a new one below.

[Resend Verification Email](#)

You must confirm you have read and understood our terms of use. Please read the latest version [here](#) and confirm you have read and understood at the bottom of that page.

[Terms of Use](#)

Key	Generated Date (mm/dd/yyyy)	Revoked Date
*****1234	-	-

[Add New Key](#)

- You will receive a message at the email account you used to register in order to verify your account. Please either click on the “Verify Email Address” link or copy and paste the full URL into your browser.



ACLED Access Portal

Hi John

You have been requested to verify your email address from the ACLED Access Portal website. If you are not expecting this please contact us immediately.

To verify your email address please click the button below:

[Verify Email Address](#)

or copy and paste this link into a browser: https://developer.acleddata.com/dashboard/verify_email/?email=communications@acleddata.com&verify_token=cC0qIZ6tr2nHiu!fVF.

This link will expire after 24 hours.

If you have any questions please contact us at access@acleddata.com

Regards

ACLED Access Portal Team

- Once verified, login to your account and click on the “Terms of Use” button to read ACLED’s [Terms of Use & Attribution Policy](#). You will not be able to generate an access key until you have accepted these terms.

- a. Confirm that you have read and understood by checking the box at the bottom of the page. This will prompt a notification from the system when successfully completed.

The screenshot shows a dashboard for a user named John Smith. On the left is a navigation menu with options: Home, Usage, My Account, Terms of Use, and API User Guide. The main content area is titled 'Dashboard' and features a pink notification box stating: 'You must confirm you have read and understood our terms of use. Please read the latest version here and confirm you have read and understood at the bottom of that page.' Below this is a 'Terms of Use' button. Underneath is a table with columns 'Key', 'Generated Date (mm/dd/yyyy)', and 'Revoked Date'. The table contains one row with a masked key '*****1234' and dashes for the dates. An 'Add New Key' button is located below the table. Below the table is a section titled 'Managing Your Download Key' with explanatory text. At the bottom of the page is a copyright notice: '© Copyright All Rights Reserved. Site designed, developed & hosted by Ampersand Studio.'

5. Return to your account's home page by clicking "Home" on the left-side navigation menu.
6. Now that you have verified your account and confirmed your understanding of the [Terms of Use & Attribution Policy](#), you can generate your unique access key by clicking the "Add New Key" button.
 - a. The system will prompt you with a notification showing your full key. **For security purposes, this is the only time it will show you the full key. Please copy it and save it in a secure location.**

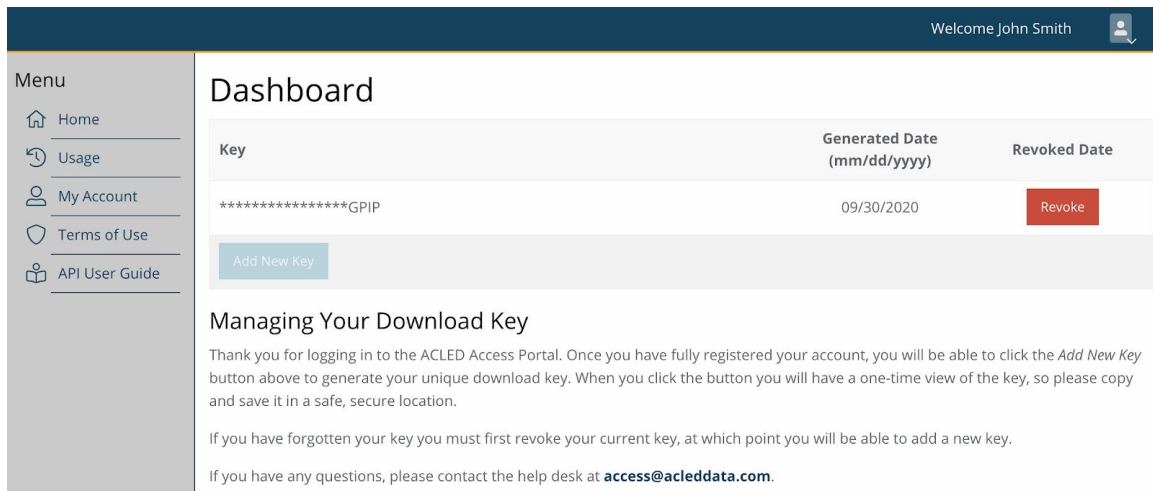
This screenshot shows the same dashboard as the previous one, but with the 'Add New Key' button highlighted. Below the table, the 'Managing Your Download Key' section contains the following text: 'Thank you for logging in to the ACLED Access Portal. Once you have fully registered your account, you will be able to click the Add New Key button above to generate your unique download key. When you click the button you will have a one-time view of the key, so please copy and save it in a safe, secure location.' It also includes instructions: 'If you have forgotten your key you must first revoke your current key, at which point you will be able to add a new key.' and 'If you have any questions, please contact the help desk at access@acleddata.com.' Below this is a section titled 'Accessing ACLED Data' with the text: 'You can now use your key to download data from the **Data Export Tool** and **Curated Data Files** on the ACLED website. Simply enter your'. The copyright notice at the bottom remains the same: '© Copyright All Rights Reserved. Site designed, developed & hosted by Ampersand Studio.'

7. Once you confirm that you have created and stored your key, your registration is complete. You can now use your key to access ACLED data.

2. Revoking Your Key & Creating a New one

If you have forgotten your access key, you can revoke it and generate a new one through the portal.

1. Login to your [ACLED Access Portal](#) account.
2. Click the “Revoke” button on the home page to revoke your existing key.



The screenshot shows the ACLED Access Portal dashboard for a user named John Smith. On the left is a navigation menu with options: Home, Usage, My Account, Terms of Use, and API User Guide. The main content area is titled 'Dashboard' and features a table with the following data:

Key	Generated Date (mm/dd/yyyy)	Revoked Date
*****GPIP	09/30/2020	Revoke

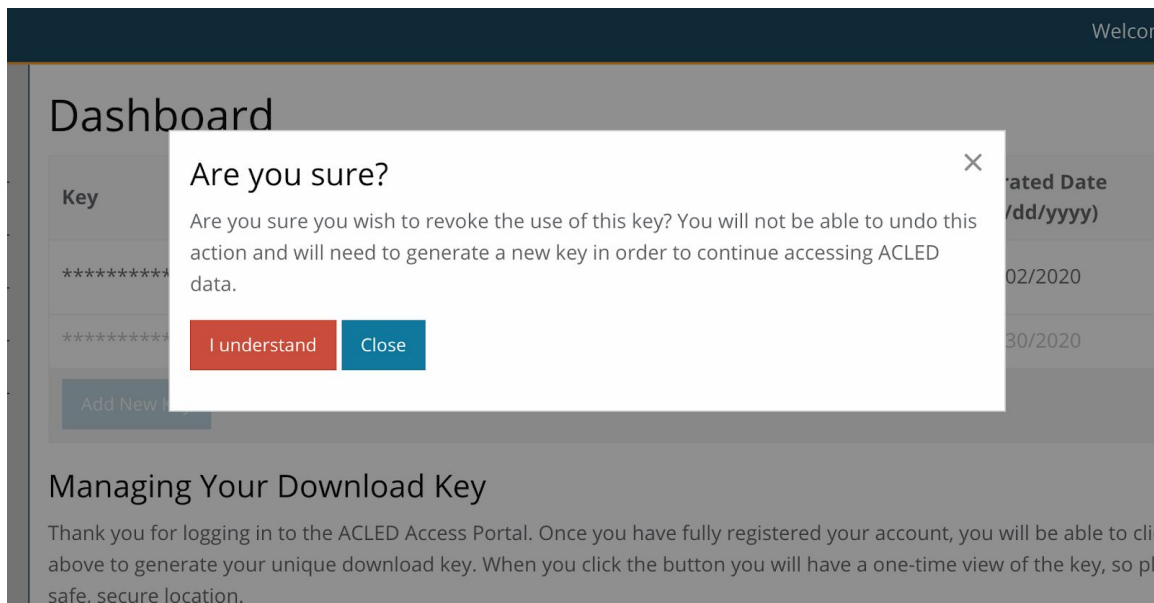
Below the table is an 'Add New Key' button. Underneath is a section titled 'Managing Your Download Key' with the following text:

Thank you for logging in to the ACLED Access Portal. Once you have fully registered your account, you will be able to click the *Add New Key* button above to generate your unique download key. When you click the button you will have a one-time view of the key, so please copy and save it in a safe, secure location.

If you have forgotten your key you must first revoke your current key, at which point you will be able to add a new key.

If you have any questions, please contact the help desk at access@acleddata.com.

3. When prompted, click the button to confirm that you understand that this action cannot be undone, and that you will need to generate a new key to continue accessing ACLED data.



The screenshot shows the same dashboard as above, but with a confirmation dialog box overlaid in the center. The dialog box has a title 'Are you sure?' and a close button (X). The text inside the dialog reads:

Are you sure you wish to revoke the use of this key? You will not be able to undo this action and will need to generate a new key in order to continue accessing ACLED data.

At the bottom of the dialog are two buttons: 'I understand' (red) and 'Close' (blue).

4. If successful, your old key will now display a “Revoked Date” next to its “Generated Date,” confirming that it is deactivated.

5. Click the “Add New Key” button to generate a new key.
 - a. The system will prompt you with a notification displaying your full key. **For security purposes, this is the only time it will show you the full key. Please copy it and save it in a secure location.**
6. You have now successfully revoked your old key and generated a new one. You can use your new key to continue accessing ACLED data.

3. Using Your Key to Access ACLED Data

Now that you have registered your account and generated a unique access key, you can use it to download data through ACLED's [Data Export Tool](#) and [Curated Data Files](#), or directly from ACLED's API.

For instructions on how to use your key to download data directly from the API, please consult the [API User Guide](#).

Data Export Tool

1. To download data through the Data Export Tool, please follow the link on your account home page or visit the ACLED website at: www.acleddata.com/data-export-tool/
2. Fill out the form fields and filters with information on the data you would like to export, and then enter the email associated with your ACLED account and your unique access key.
3. Click on the "Export" button and the data file will be downloaded to your machine.
 - a. *For further instructions on how to use the Data Export Tool specifically, please click the "Instructions" button on the page.*

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Bringing clarity to crisis

About Dashboard Data Resources Analysis Special Projects Contact

Terms of Use: Before downloading ACLED data, please review our [Terms of Use & Attribution Policy](#). If you have any questions please contact admin@acleddata.com.

Instructions

API Key: *****1234

From: dd/mm/yyyy

To: dd/mm/yyyy

Event Type: All

Sub Event Type: All

Actor Type: All

Actor: All

Email Address: email

Region: All

Country: All

Location: All

Keyword: match exact single word / phrase

Export Type: Actor Based Compatibility Mode

Export

Please note: Data export tool does not function well in Safari

Curated Data Files

1. To download data through the Curated Data Files, please follow the link on your account home page or visit the ACLED website at: www.acleddata.com/curated-data-files/
2. Select the file you would like to download and click "Download File."
3. When prompted, enter the email associated with your ACLED account and your unique access key and hit "Submit."



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ENTER YOUR ACCOUNT INFORMATION

If you have any questions about using your account to access ACLED data, please contact us directly at access@acleddata.com.

Don't have an account? [Register here.](#)

API Key:	*****1234
Email Address	email address

Submit



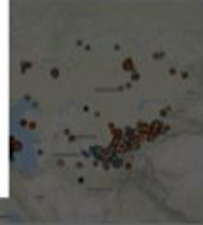
Africa
(26 September 2020)



Middle East
(26 September 2020)



East Asia
(26 September 2020)



Central Asia & the Caucasus
(26 September 2020)

Download File

Download File

Download File

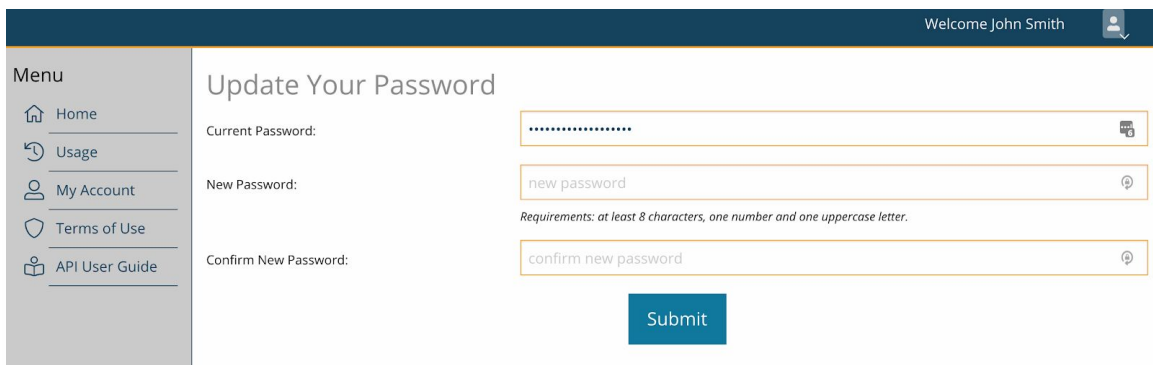
Download File

4. Resetting Your Password & Updating Your Account

You can use the “My Account” page of the [ACLED Access Portal](#) to reset your password and update your account information.

Password Reset

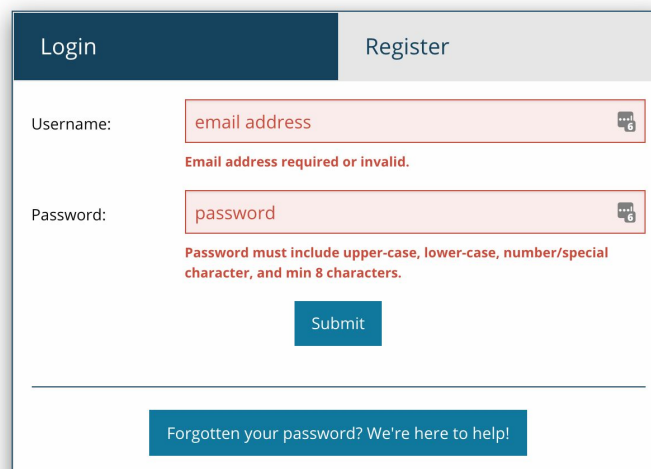
1. To reset your password, click on the “My Account” button on the left-side navigation menu.
2. Scroll to the “Update Your Password” section.
3. Input your current password and then enter your new password twice (passwords must have at least eight characters, one number, and one uppercase letter). Hit “Submit.”
4. If successful, you will be prompted with a message confirming your reset.



The screenshot shows the 'Update Your Password' page. At the top right, it says 'Welcome John Smith' with a user profile icon. On the left is a 'Menu' with links for Home, Usage, My Account, Terms of Use, and API User Guide. The main content area has the title 'Update Your Password' and three input fields: 'Current Password:' (masked with dots), 'New Password:' (containing 'new password'), and 'Confirm New Password:' (containing 'confirm new password'). Below the 'New Password' field, there is a requirement note: 'Requirements: at least 8 characters, one number and one uppercase letter.' A blue 'Submit' button is located at the bottom center of the form.

Forgotten Password

1. If you are attempting to login to your account and have forgotten your password, you can reset it by clicking the “Forgotten your password? We’re here to help!” button at the bottom of the login screen.



The screenshot shows the 'Login' form. At the top, there are tabs for 'Login' and 'Register'. The 'Login' tab is active. There are two input fields: 'Username:' (containing 'email address') and 'Password:' (containing 'password'). Below the 'Username' field, there is a red error message: 'Email address required or invalid.' Below the 'Password' field, there is a red error message: 'Password must include upper-case, lower-case, number/special character, and min 8 characters.' A blue 'Submit' button is located below the password field. At the bottom of the form, there is a blue button that says 'Forgotten your password? We're here to help!'.

2. Enter the email address associated with your account, click the reCAPTCHA box, and hit “Submit.” This will send a message with further instructions to your email account.



ACLED Access Portal

Forgotten Password?

Enter your email address below to reset your password

Username:



Robot?:

I'm not a robot



reCAPTCHA

Privacy - Terms

Submit

I've remembered it, let me log in!

3. Please click the “Reset Password” link in the email to reset your password.



ACLED Access Portal

Hi!

We hope you are expecting this email as you've requested to reset your password on the ACLED Access Portal website. If you haven't, please delete and ignore this email.

You have 24 hours to reset your password or you will need to restart the process again. To continue with the reset please click the link below and follow the steps.

[Reset Password](#)

If you have any questions please contact us at access@acleddata.com

Regards

ACLED Access Portal Team


4. On the “Reset Password” page, please enter a new password twice (passwords must have at least eight characters, one number, and one uppercase letter), click the reCAPTCHA box, and hit “Submit.”



ACLED Access Portal

Reset Password?

Enter your new password below.

Password:	<input type="password" value="new password"/>
Confirm Password:	<input type="password" value="confirm new password"/>
Robot?:	<input type="checkbox"/> I'm not a robot  <small>reCAPTCHA Privacy · Terms</small>

Submit

5. If you have successfully reset your password, the system will prompt you with a confirmation notification and take you back to the login screen.
6. You may now login with your new password.

Account Removal

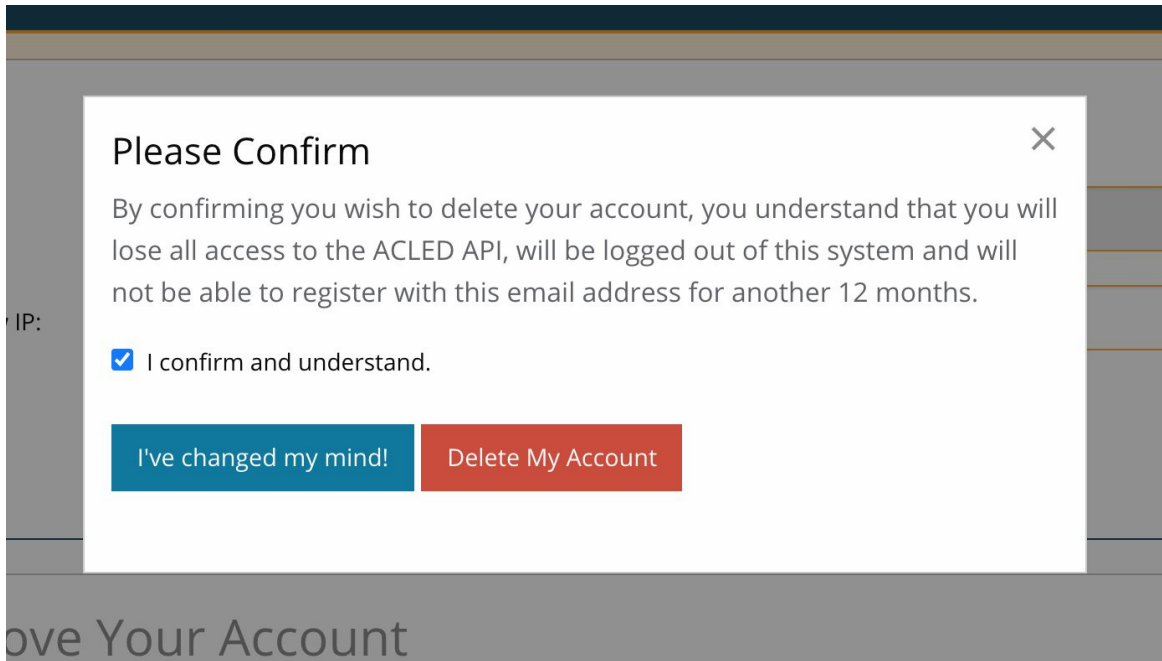
1. To delete your account, scroll to the “Remove Your Account” section at the bottom of the page and click the “Delete My Account” button. ***Deleting your account will remove all your registration information and discontinue your access to ACLED data. We maintain the right to store your email address for 12 months, and you will not be able to register with that address until that time period expires (the date will be displayed on the page).***

Remove Your Account

Deleting your account will remove all your data and access to the API. We maintain the right to store your email address for 12 months and you will not be allowed to register with that address until 02/10/2021

Delete My Account

2. When prompted, check the box to confirm that you understand the terms, and then click “Delete My Account” again to proceed.

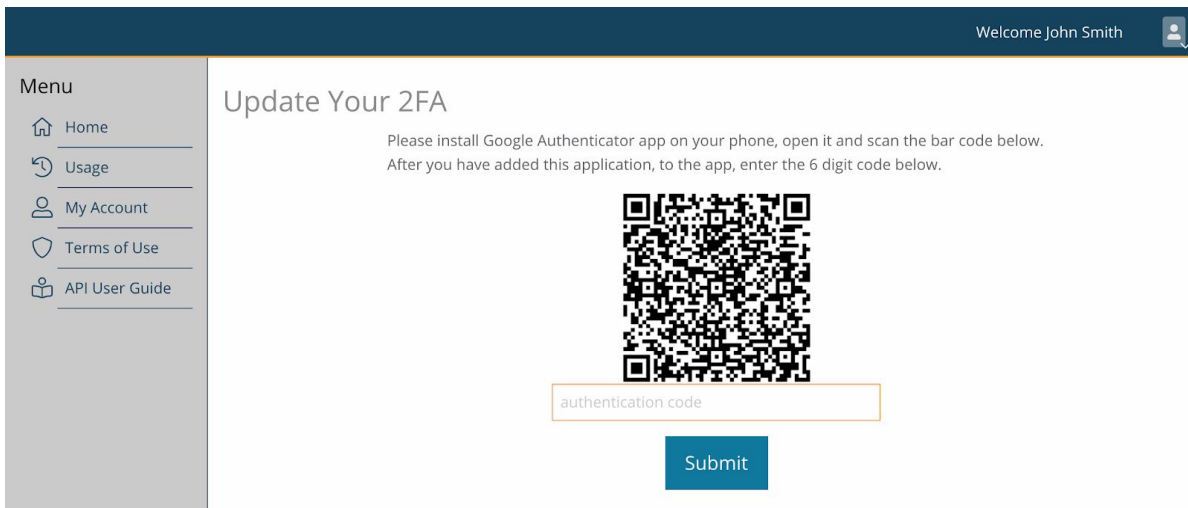


3. You have now deleted your account and will no longer be able to access ACLED data. If you have removed your account in error, please contact us at access@acleddata.com.

5. Registering for Two-Factor Authentication

For security reasons, we recommend users with access to a smartphone register their account with the free Google Authenticator app. *Registering for two-factor authentication is optional and not required to access ACLED data.*

1. Install the Google Authenticator app through the App Store on your smartphone.
2. Login to your [ACLED Access Portal](#) account and click on the “My Account” button on the left-side navigation menu.
3. Scroll down to the “Update Your 2FA” section.




Welcome John Smith

Menu

- Home
- Usage
- My Account
- Terms of Use
- API User Guide

Update Your 2FA

Please install Google Authenticator app on your phone, open it and scan the bar code below.
After you have added this application, to the app, enter the 6 digit code below.



authentication code

Submit

4. Open the Google Authenticator app on your phone, click the “+” button on the menu, select “Scan Barcode,” and scan the barcode on your account with your phone camera.
5. Your Google Authenticator app will automatically display a six-digit code associated with your ACLED account. Enter this into the field on the portal and hit “Submit.”
6. If successful, your account will refresh automatically, allowing you to scroll down and set your two-factor authentication on or off.

Update Your 2FA

Enable 2FA?: Yes

Reset Backup Codes?:

7. Your two-factor authentication is now registered, and you will receive email confirmation. In that email, you will be provided with 10 backup authentication codes (more on how to use backup codes below). ***Copy and store these codes in a secure place along with your access key.***
8. The next time you login to your account, you will be prompted to enter a code from the app. Open the Google Authenticator app on your phone and enter the displayed code into the “Authentication Code” field and hit submit to login.



ACLED API Developers

Two Factor Authentication

Please open the Google Authenticator app and enter the code below to complete your login.

Authentication Code:

If you no longer have access to the Google Authenticator app you used to setup 2FA, or you would like to turn 2FA off, you will need to switch to off below and then enter one of your backup codes below:

Turn off 2FA?:

On

« Back to login

Submit

- a. If you have lost your phone or have deleted the Google Authenticator app, you can enter one of your backup codes instead to login to the system and turn off two-factor authentication. Each backup code will work only once. To reset your backup codes, visit the “My Account” page of the [ACLED Access Portal](#), scroll to the “Update Your 2FA” section, and click the “Reset” button. This will display a new set of 10 backup codes that you can copy and store for future use.

Update Your 2FA

Enable 2FA?:

Yes

Reset Backup Codes?:

Reset

Submit
