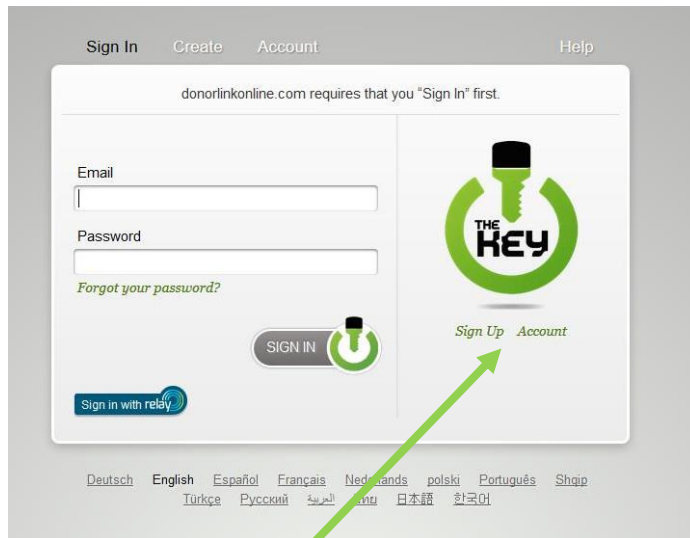


Staff Portal Setup Instruction Manual

1. Browse to https://donorlinkonline.com/dataserver/ds_GSN/



Step #1 is how you register with our server. If you skip this step you will not be able to connect to the GSN server and therefore not be able to complete the process successfully.

2. Sign in using The Key if you already have “The Key” login through Campus Crusade for Christ (Cru) or some other ministry you can use that login information. If not, you will need to set one up by clicking on the Sign up for a new account link.
3. Register with the TntMPD DataServer Staff Portal using the registration code. **You should enter your Account number with GSN.**
4. After you have register with our server all you need to do to access your donor and donation information is browse to https://donorlinkonline.com/dataserver/ds_GSN/