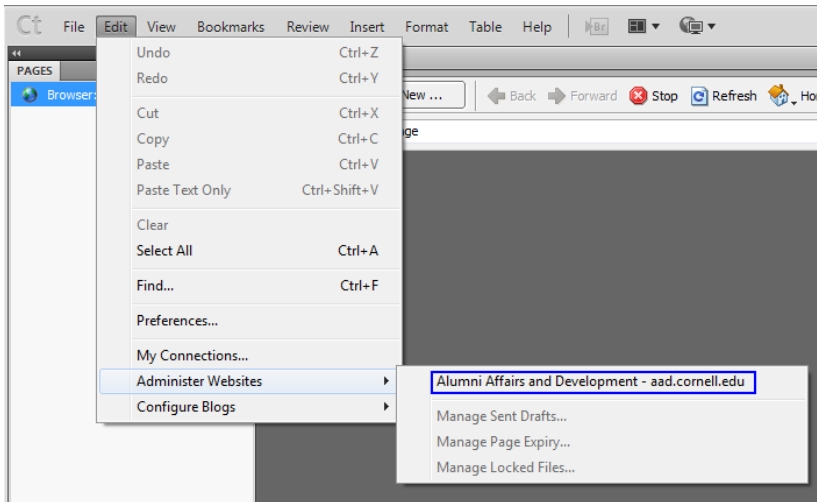


# Creating the connection keys

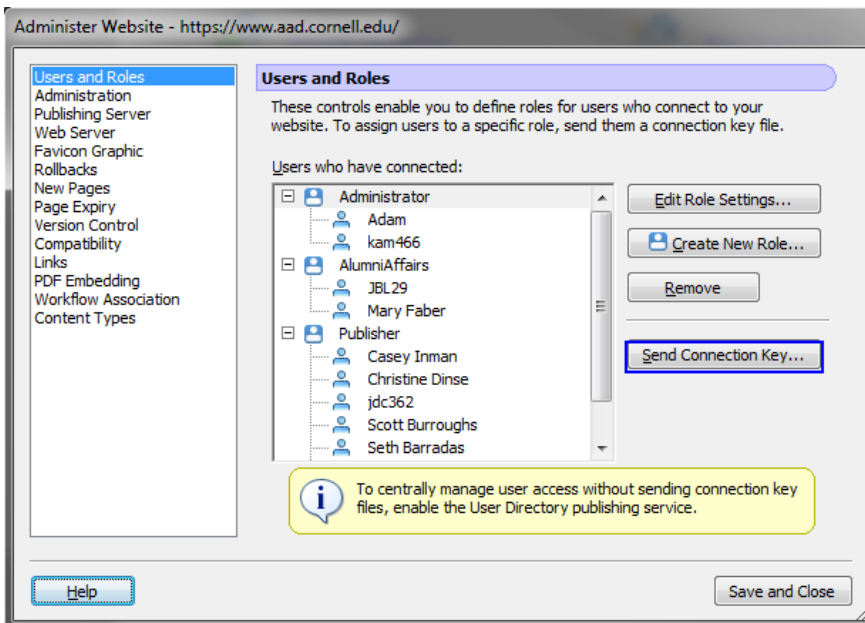
Connection keys never expire. If they ever get deleted, lost, or corrupted you will need to create new files. Follow these instructions if you need to create new Contribute connection files.

## Step-by-step guide

1. Open Contribute and go to Edit > Administer Website then click on the website you need to add someone to.



2. It will connect you to the site then a box will pop up and from there select "Send Connection Key..."



3. At the "Would you like to send your current connection settings?" page select "Yes." then press "Next >"
4. Select the role you would like to create the key for, then press "Next >"
5. At the "How would you like to export the connection key file?" page select "Save to local machine". Then enter in the connection key you would like to use (I use "alumniaffairs") to keep things simple. Then enter it again and press "Next >"
6. At the next screen select "Done"
7. It will open up a box that will allow you to rename the file and decide where you would like to save it to. I suggest the desktop then, if you would like to, you can move it from there.
8. You will be returned to the screen in the image above. Select "Save and Close"

## Related articles

- [Remove a connection key in Contribute](#)

- [Creating the connection keys](#)