

ODBC Connection for Access 2010

Linking nulook Tables

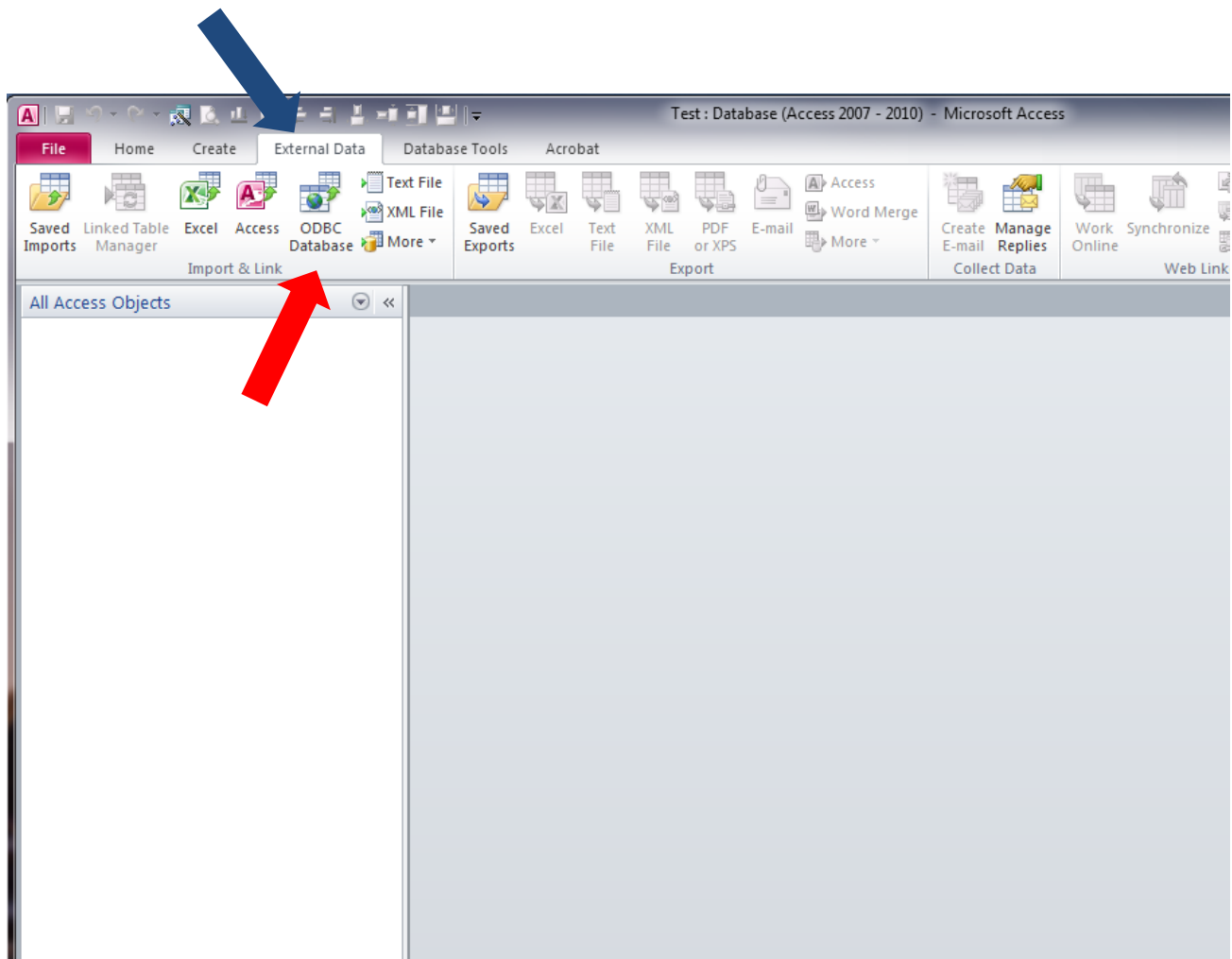


Institutional Research, Analytics and Decision Support
UNIVERSITY OF NEBRASKA

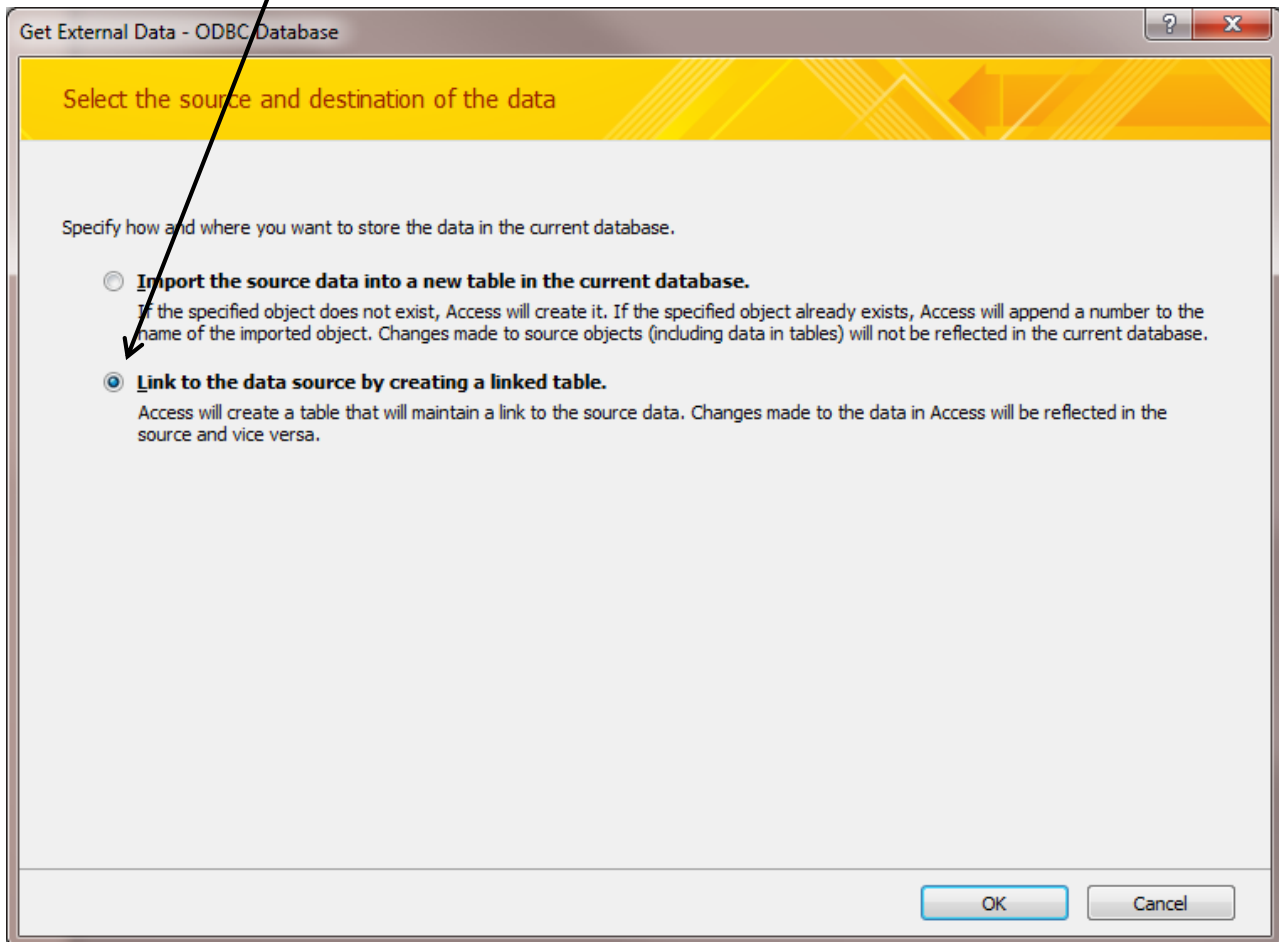
OCTOBER 2012
UPDATED APRIL 2016

Open any *Access 2010* data base.

Select “**External Data**” (see blue arrow) and then **ODBC Database** (see red arrow)



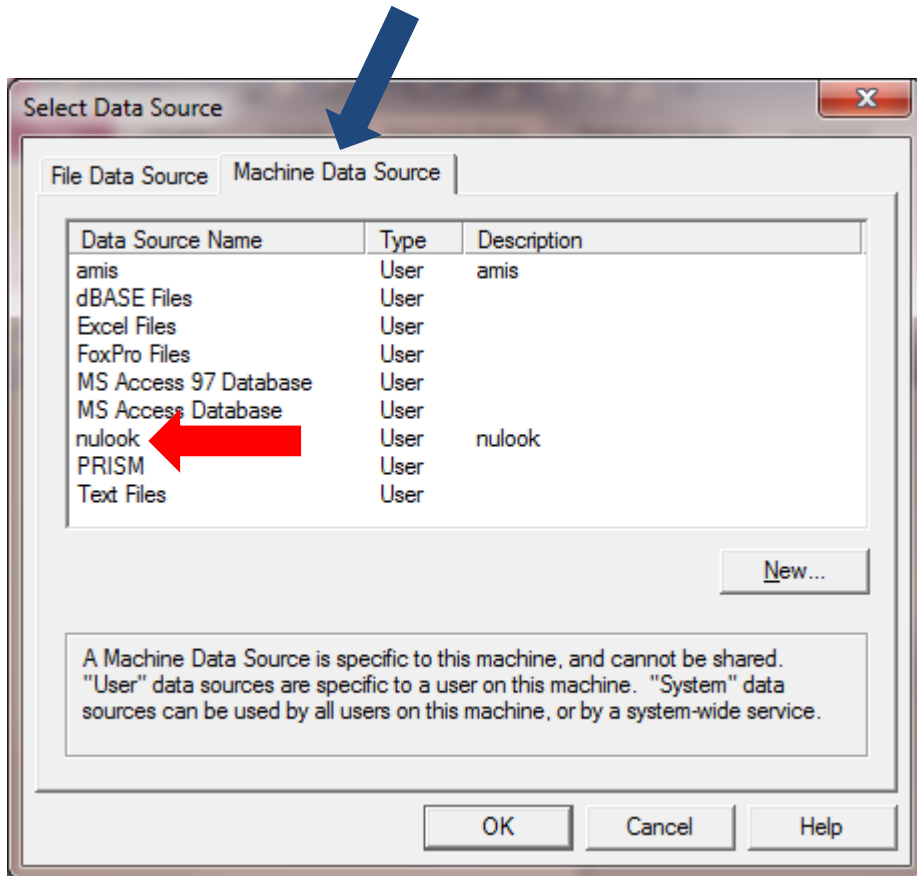
Select “**Link to the data source by creating a linked table**” and press “**OK**”



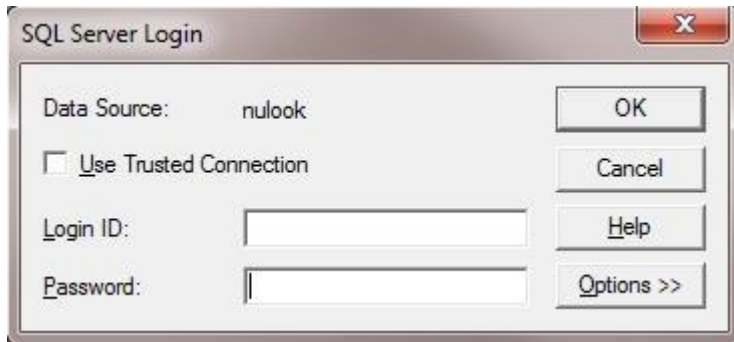
Click on tab “Machine Data Source” (see blue arrow)

Click on “nulook” (see red arrow)

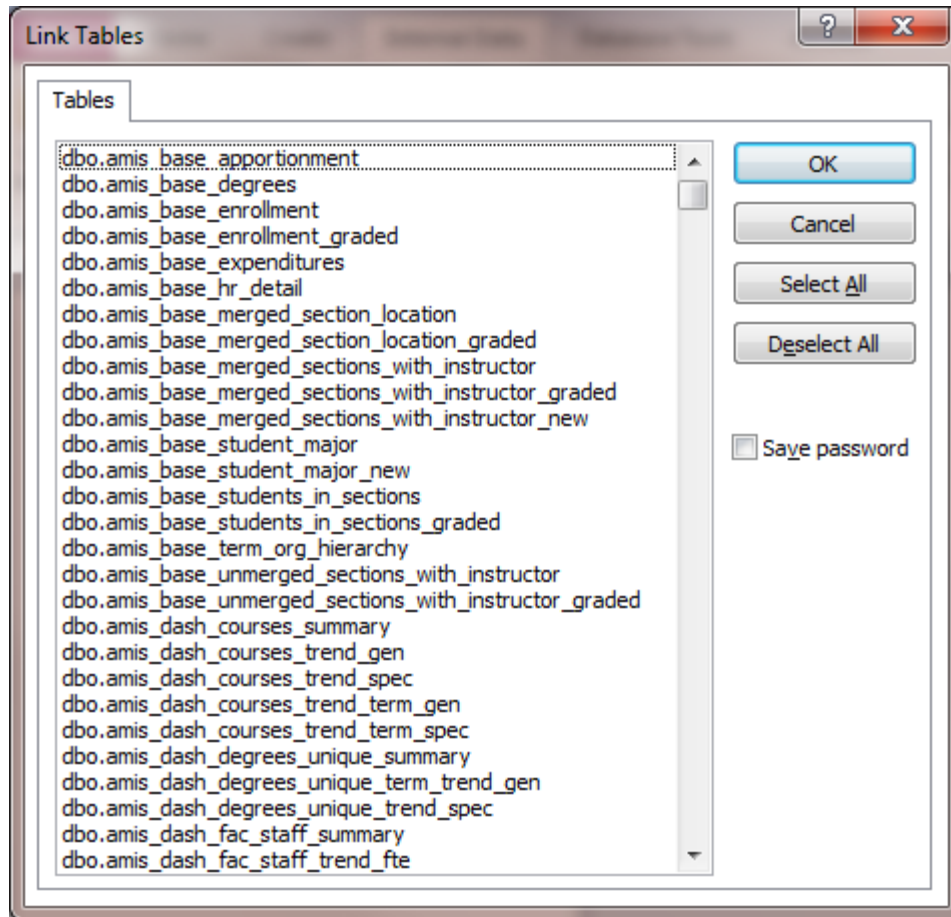
Click “OK”



Enter your **TrueYou** credentials (you may just need to enter your password), and click “**OK**”.

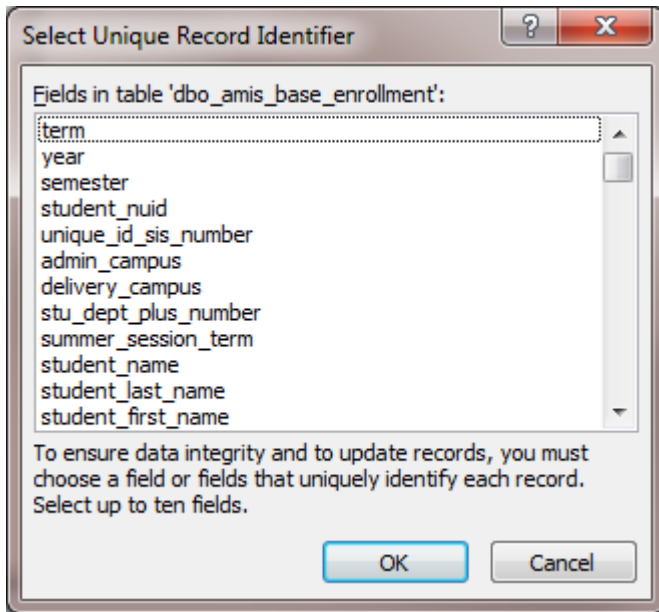


Select the table(s) you want from the list, and press “**OK**”



Ignore what it says here, and always just press “OK”.

Note: You will need to press “OK” for as many tables as you chose from the list.



The table(s) you have chosen will appear as “*Linked Tables*” in Access.

