

ODBC Connection for Access 2016

Linking nulook Tables

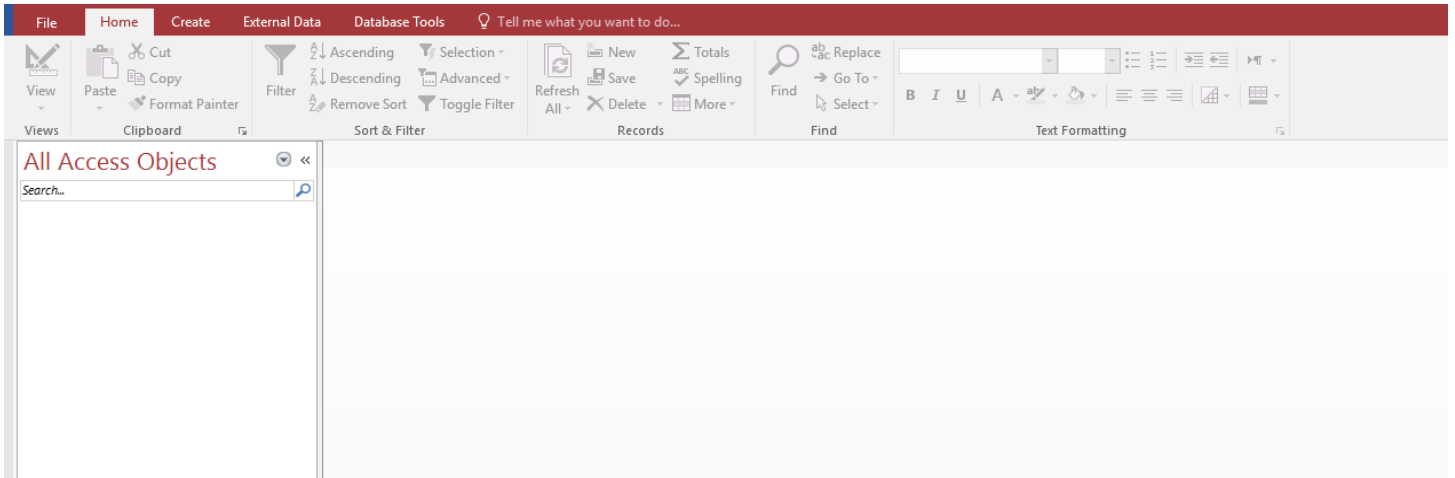


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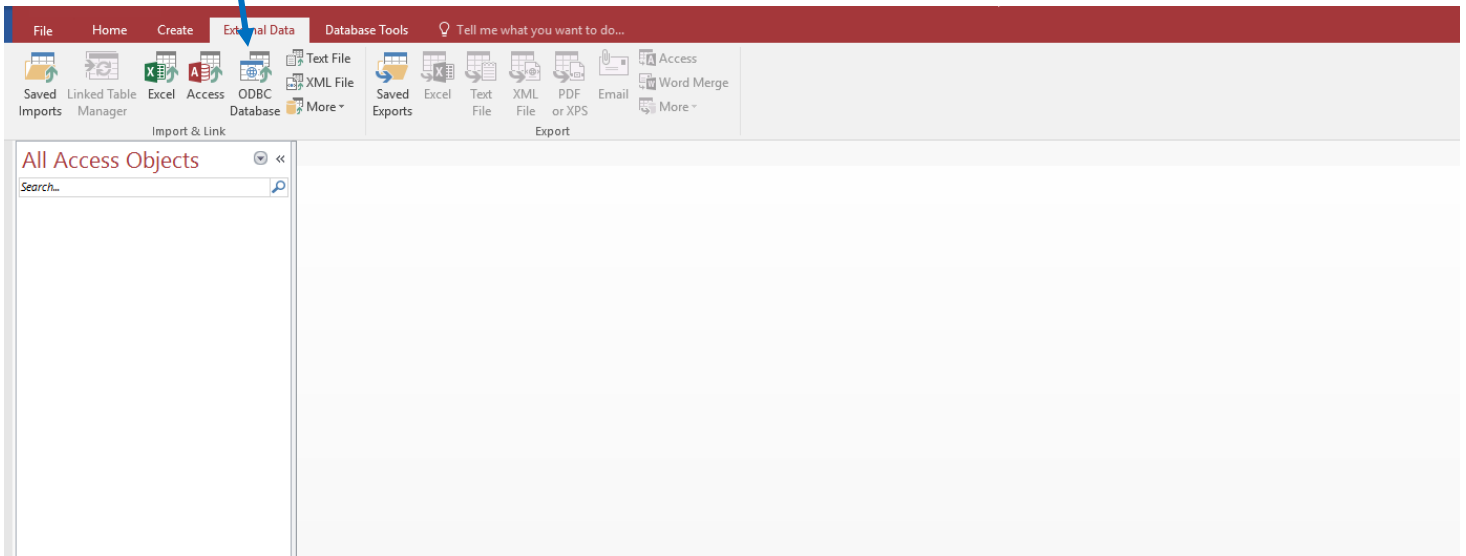
APRIL 2016

Open an Access 2016 database. For this example, we will use a new (or blank) Access database.

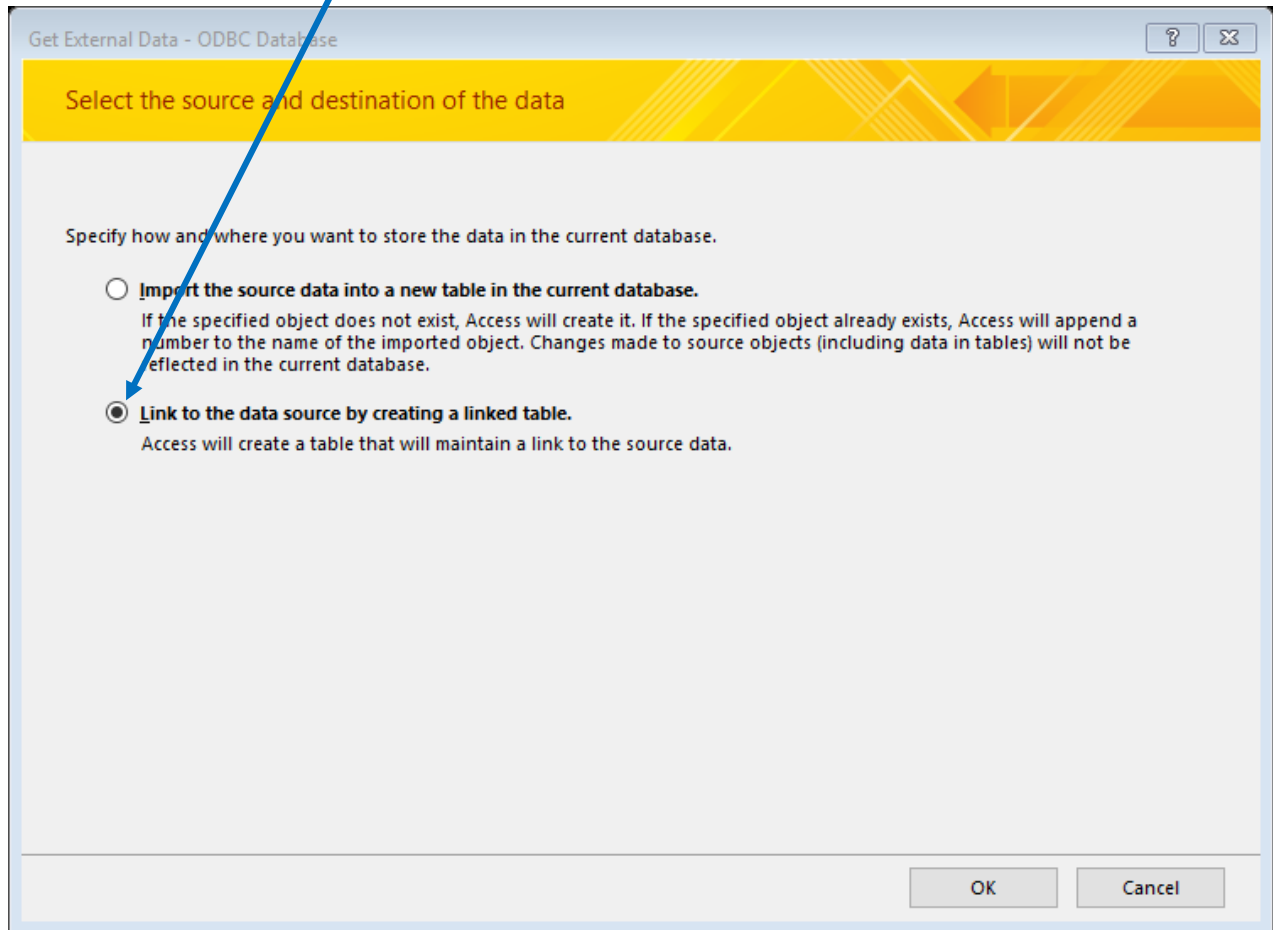
Select **“External Data”**



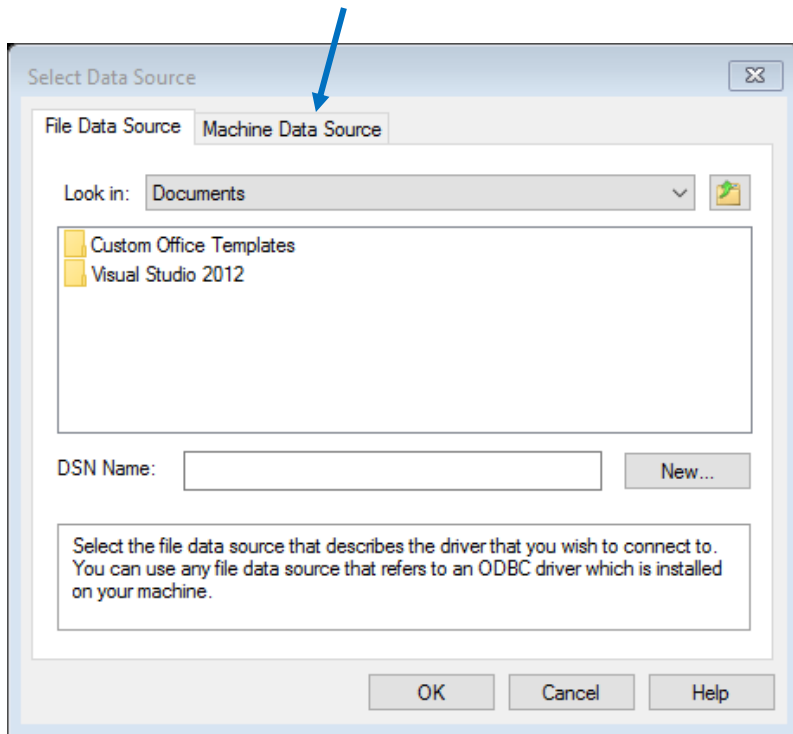
Select **“ODBC Connection”**



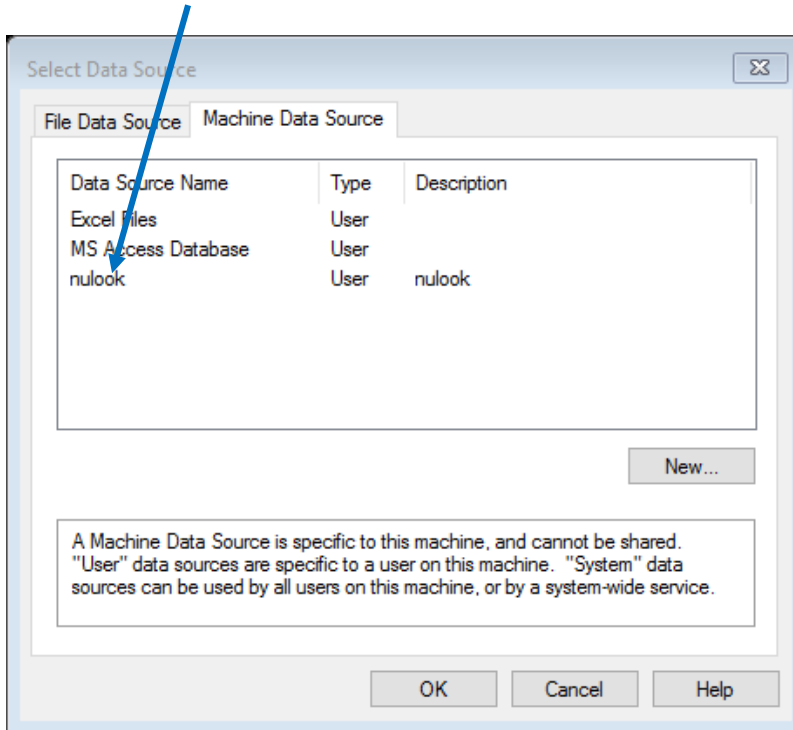
Select **“Link to the data source by creating a linked table”** and click **“OK”**



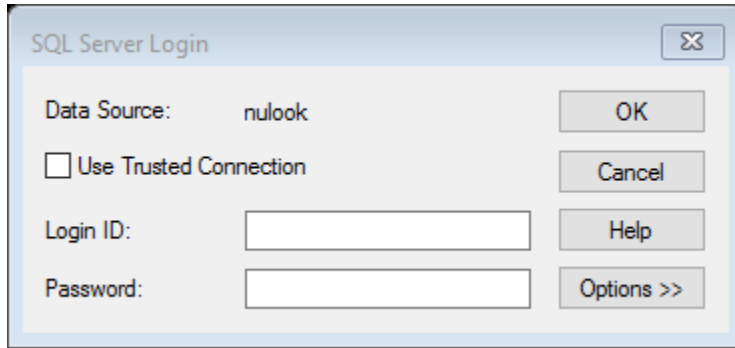
Click on tab “Machine Data Source”



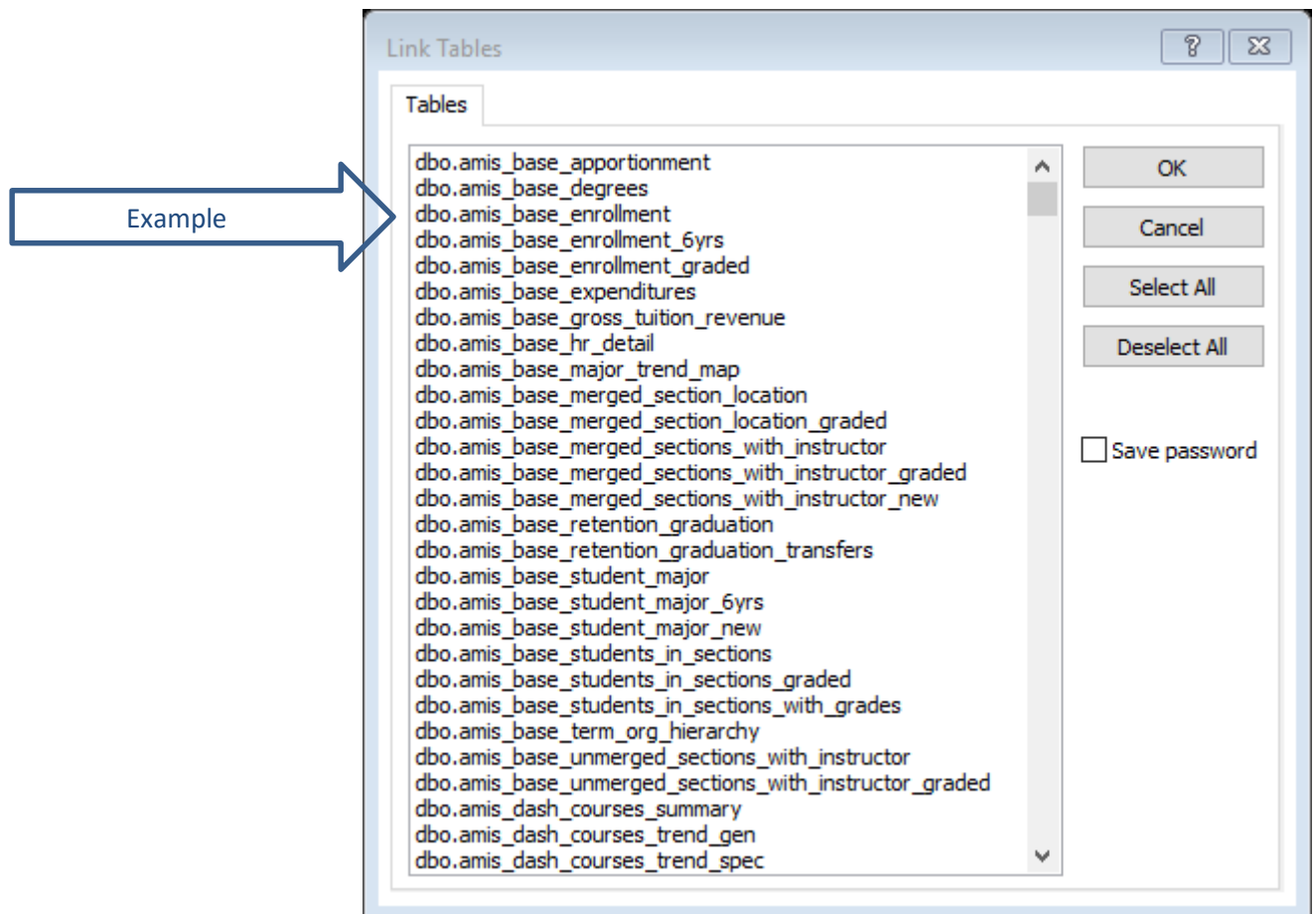
Click on “nulook” then click “OK”



Enter your **TrueYou** credentials. Note that your **“Login ID”** will probably be displayed; thus, only your **“Password”** will be needed, and click **“OK”**.

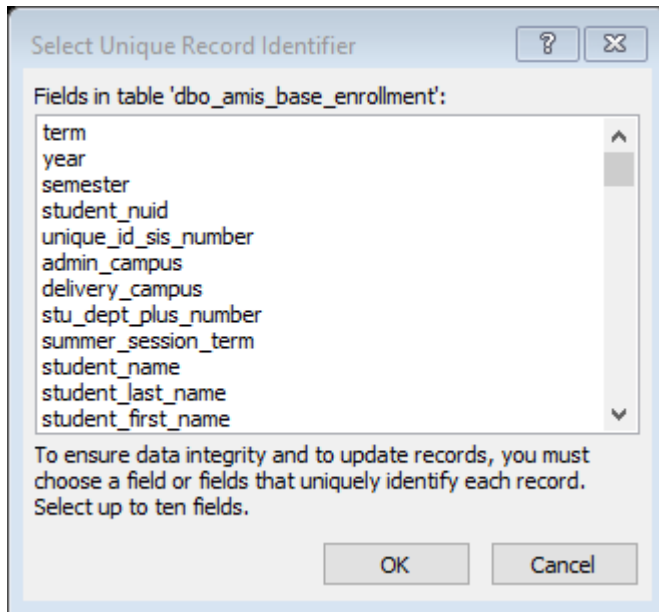


Select the Table(s) you want from the list, and click **“OK”**. For purposes of this example, we will select **“dbo.amis_base_enrollment”**.

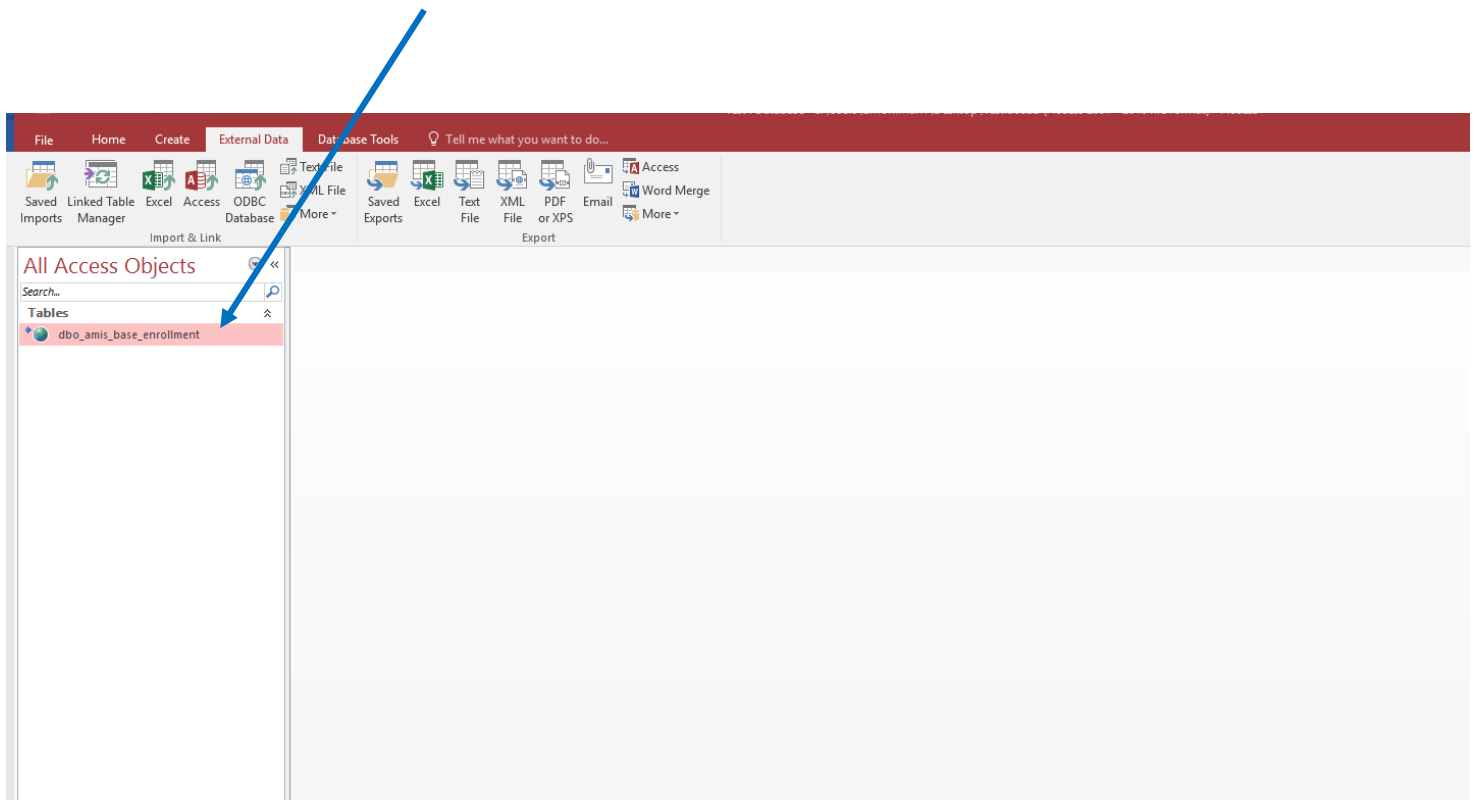


Ignore what it says here, and simply click “**OK**”.

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



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



This completes the linking process. Your linked table is now ready for use in Access.