# SAEON Data Portal
# How to Register as a User

Last Updated May 2012

W Hugo

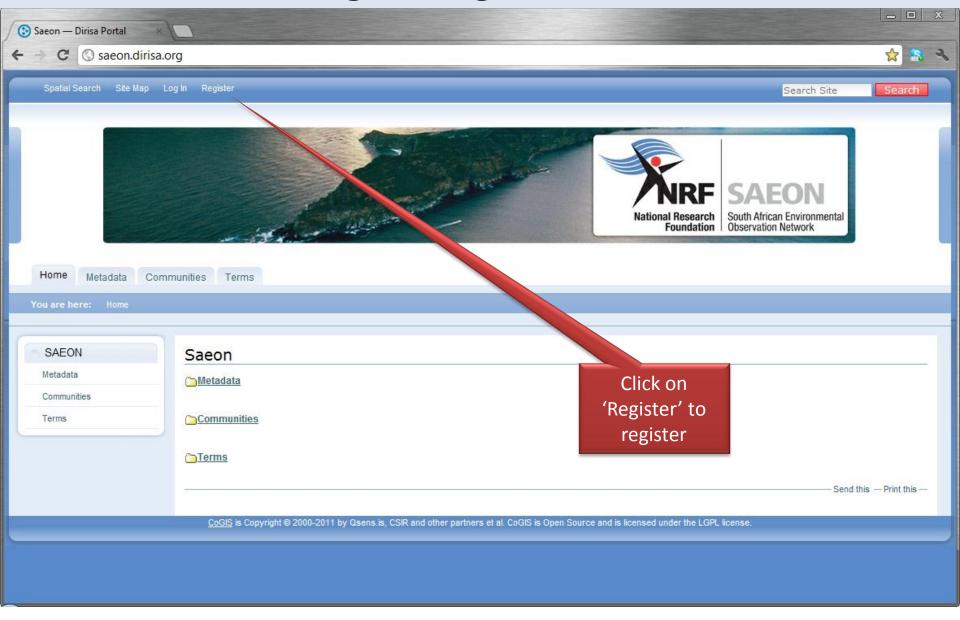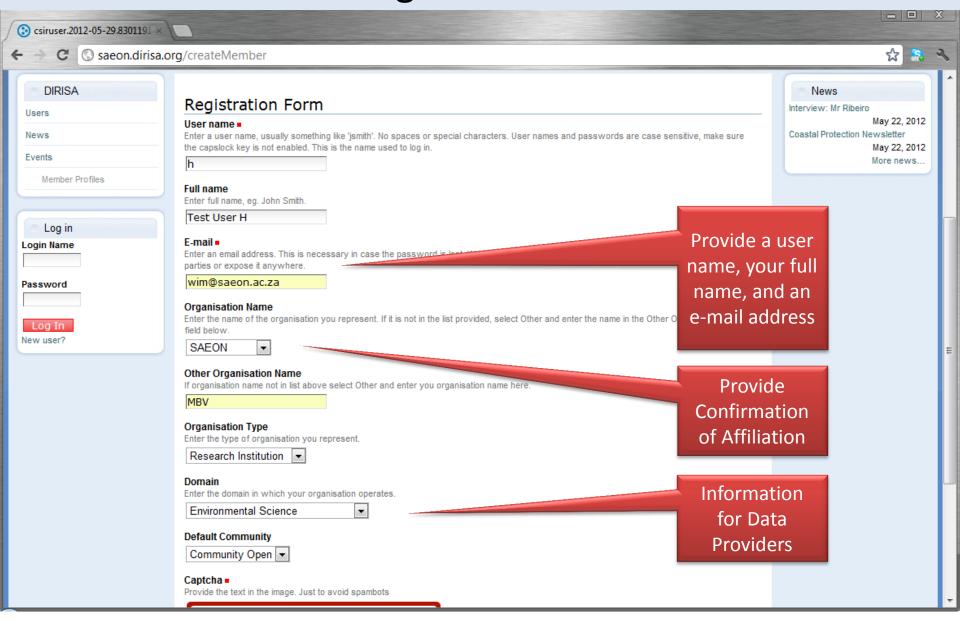G342.4.2.1 1 How to Register as a User

# Benefits of Registration

- Collaboration and content management functions require registration.

- Registered users that are content providers can create maps and blogs, upload content, create meta-data, comment on content, and create custom pages in the portal.

- *Also: You are assisting data providers with reporting use and usefulness to their funders, making free and open data possible!*
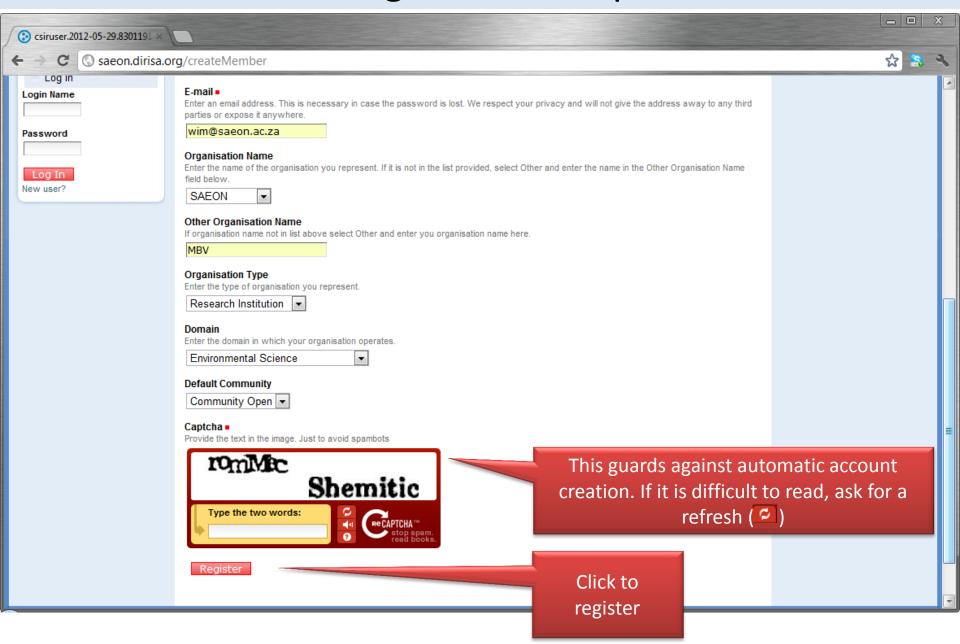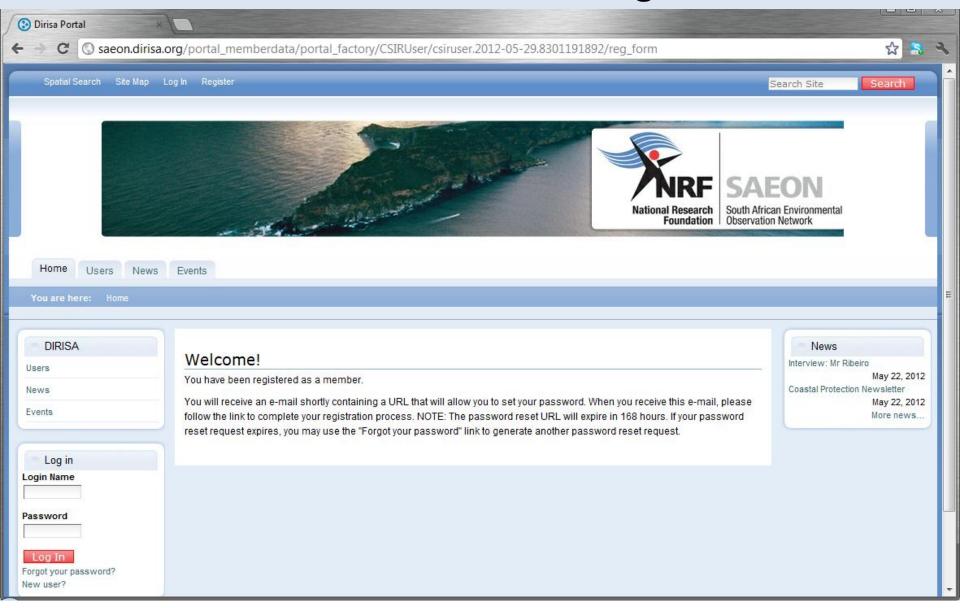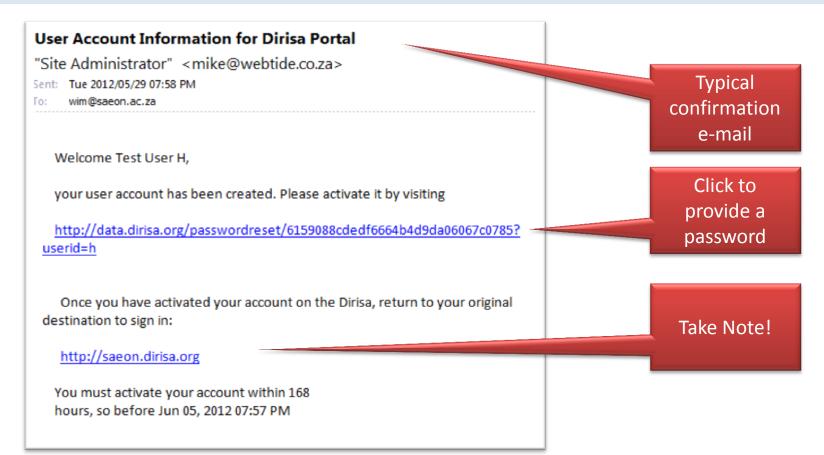
# Registering as a User



Click on 'Register' to register

# User Registration: Details

saeon.dirisa.org/createMember

## DIRISA

Users

News

Events

Member Profiles

## Log in

**Login Name**

**Password**

Log In

New user?

## Registration Form

**User name** ▪
Enter a user name, usually something like 'jsmith'. No spaces or special characters. User names and passwords are case sensitive, make sure the capslock key is not enabled. This is the name used to log in.

`h`

**Full name**
Enter full name, eg. John Smith.

`Test User H`

**E-mail** ▪
Enter an email address. This is necessary in case the password is lost ... parties or expose it anywhere.

`wim@saeon.ac.za`

**Organisation Name**
Enter the name of the organisation you represent. If it is not in the list provided, select Other and enter the name in the Other O... field below.

`SAEON ▼`

**Other Organisation Name**
If organisation name not in list above select Other and enter you organisation name here.

`MBV`

**Organisation Type**
Enter the type of organisation you represent.

`Research Institution ▼`

**Domain**
Enter the domain in which your organisation operates.

`Environmental Science ▼`

**Default Community**

`Community Open ▼`

**Captcha** ▪
Provide the text in the image. Just to avoid spambots

### News

Interview: Mr Ribeiro
May 22, 2012

Coastal Protection Newsletter
May 22, 2012

More news...

Provide a user name, your full name, and an e-mail address

Provide Confirmation of Affiliation

Information for Data Providers

# User Registration: Captcha

# Confirmation Message

# Typical Confirmation e-Mail

# Provide a Password

# Log In

# Changes to Registration Process

- Release 3 of the Shared Portal contains significant changes to user registration, amongst them the following:
  - Users are now required to fill in additional information – this is a prerequisite for access to some data sources, and involves agreeing to one or more data access policies or terms ('Terms of Use' of the data).
  - At the same time, information is gathered about the user's organisation, domain, and sector – again because some data providers require these statistics.
  - This is not an attempt to constrain or control access – quite the opposite. Many data providers require statistics for funding and service motivation, without which they will not be able to serve data on-line. By providing statistics, we are strengthening their case.
  - It allows domain or organisation 'gatekeepers' to make contact and adjust the basic privileges that self-registered users have.