Creating an Account

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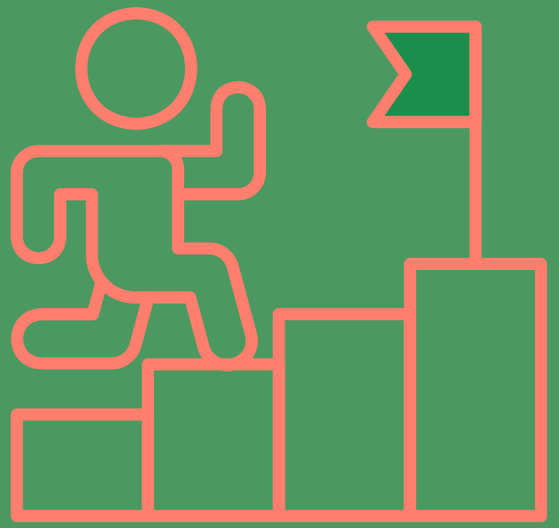
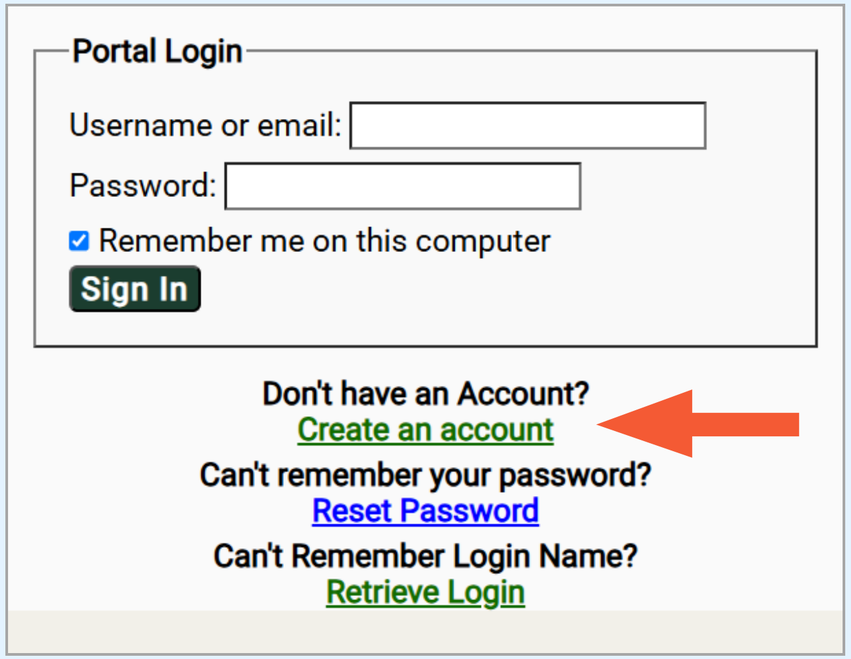
Biodiversity Knowledge Sharing

Creating An account Is easy



Click the “**Sign In**” button on the banner.

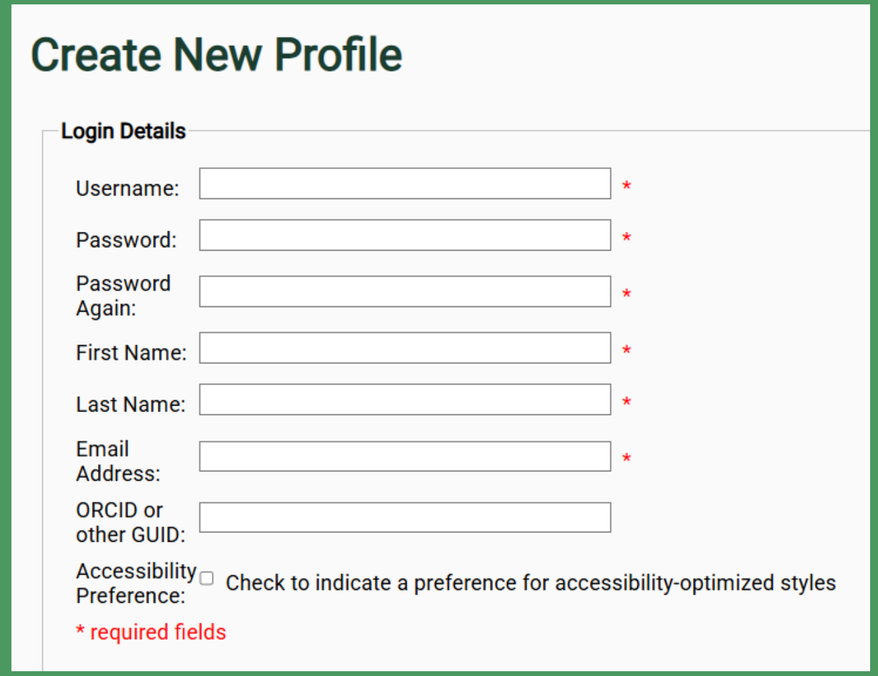
On the form that shows up, click “**Create an account**”



This will bring up the “**Create New Profile**” form.

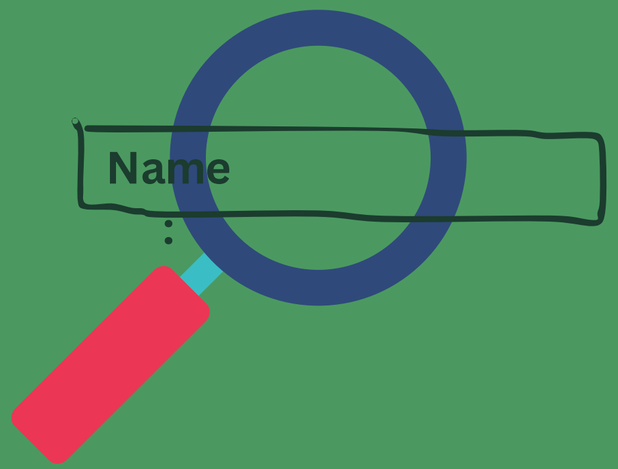
Complete the top part of the form

- Clicking “Search” reveals a list of 7 categories that can be searched. Each category includes two or more fields that can be searched.
- Users must specify at least one value for one field in one of the categories but may specify more than one value for several, or even all, fields some or all categories.
- To search for more than one value within a field, separate the values with commas, for example, Country: “Pakistan, Bangladesh, Somaliland”.



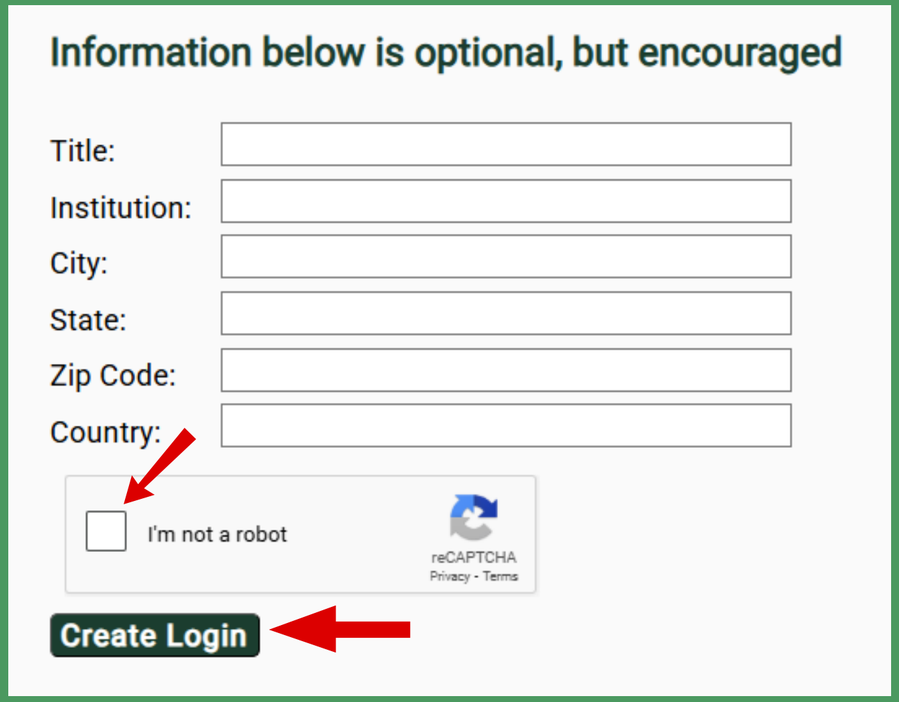
ORCID: This is a free, unique, persistent identifier (PID) for individuals engaged in research, scholarship, and innovation activities.
Some journals require authors to have one.
GUID: This stands for “globally unique id”. It is a 128-bit text string that can be used as an identifier.
GUIDs can be generated by organizations or individuals. They are only useful within the generating entity.

First name, Last name



- Searches for people are by “Last name”. The two fields are combined when printing labels.
- If you have three parts to your name, you can:
  - Put the first two parts in the “First name” field and the last part in the “last name field
    - Example: I have Mary E. as my first name and Barkworth as my last name.
- OR
  - Put the last two parts in the Last name and the first part in the First name
    - Example: Faisal Jame Gelle has “Faisal” as his first name and “Jama Gelle” as his last name.
- If you have more than three parts to your name, remember the first part of the last name entry is used for finding records.
- Which is best depends on what is customary in YOUR country.

Lower part of the form

- The arrows point to two parts that MUST be completed.
- The other parts are, as stated, optional.

You will need to log out of the site and log in again to activate your account.