



Creating an account on the OpenSites

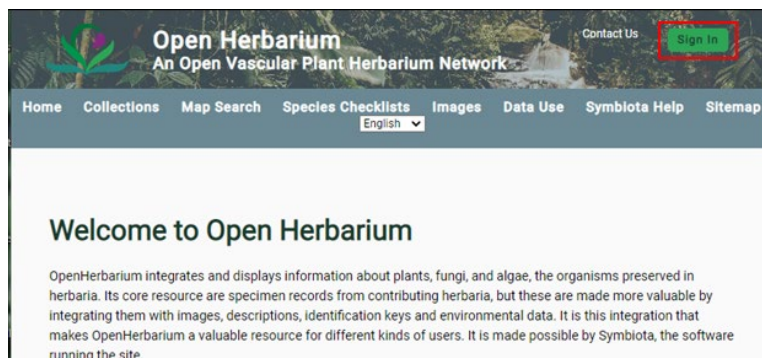
Why create an account?

For protection, access to many of the features and tools in the OpenSites is restricted to individuals with an account on the site of interest. Many of the features and tools will also require that you have a particular admission level, but the first step is to create an account on the site of interest to you. You can have an account on both OpenHerbarium and OpenZooMuseum, but you will have to register on each one individually.

Collection managers wishing to create an account for the collection they manage should first register for an account as an individual, then download and send me, [Mary Barkworth](#), the completed the as an email attachment. If there are parts you do not understand, just leave them blank. I shall get back to you within a week (if I do not do so, send me a gentle reminder).

The process

1. Go to the home page for OpenHerbarium (<https://openherbarium.org/>). It is free.
2. Click the sign in button on the top right (see below).



3. Click the Create an account link (see the next page).

Open Herbarium
An Open Vascular Plant Herbarium Network

Home Collections Map Search Species Checklists Images Data Use Symbiota Help Sitemap

Portal Login

Username or email:

Password:

Remember me on this computer

Sign In

Don't have an Account? [Create an account](#)

Can't remember your password? [Reset Password](#)

Can't remember Login Name? [Retrieve Login](#)

4. The next page shows the form that will come up and instructions for completing it.

Create New Profile

Login Details

Username: *

Password: *

Password Again: *

First Name: *

Last Name: *

Email Address: *

ORCID or other GUID:

* required fields

Information below is optional, but encouraged

Title:

Institution:

City:

State:

Zip Code:

Country:

I'm not a robot

reCAPTCHA
Privacy - Terms

Create Login

5. The top six fields must be completed. DO NOT FORGET YOUR PASSWORD.

- a. First Name, Last Name. These two fields will be combined and be the default collector's name on labels you create. If you would prefer to have three names listed, put two of them in the "First name" box.
- b. If you have an [ORCID](#) or other GUID, enter that in the last box. If you do not know what is meant by an ORCID or other GUID, ignore the field. If you do have one, it will help distinguish you from anyone else in the world with the same first name last name combination.

6. **Optional fields.**

Title: If you are enrolling as part of a class or workshop assignment or simply to explore the site, please fill in the "Title" field as follows:

- a. Student: Enter "Student" and degree you are working on, the name of your institution and the city and country where it is located.

- b. Workshop participant: Enter “Workshop”, its dates, (Apr 18-22, 2024), and institution and country where it was offered.
- c. Explorer: Enter the date you started looking at the site and your city and country.

The reason for asking for this is to make it easy to find the people who have to be given the permissions needed to complete the class or workshop tasks. As the owner of an account, you can modify the information in it at any time.

Once you have an account, you will be able to create checklists using the Sandbox Collection. Other functions, such as printing labels, may require that you be given additional permission levels. If so, you will be told that when you try to use them. Students, ask your instructor for further information; others, email the Portal Manager, [Mary Barkworth](#), explaining what you are trying to do.

The OpenSites are really designed for natural history collections and those who work with them. Individuals not affiliated with a natural history collection, need to write to [Mary Barkworth](#), explaining their interest and giving the name and email address of someone connected with a collection who can vouch for them.

Mary Barkworth

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