

Using BEXIS2 in SPP2089

How do I register?

1. Open the BEXIS2 instance from [here](#) (or copy and paste “SPP2089.ufz.de:4433” in your internet browser).

The screenshot shows the BEXIS2 search interface. At the top, there is a navigation bar with links: Dashboard, Collect, Search, Plan, Register, Login, and Help. Below the navigation bar, there is a search bar with a dropdown menu set to 'All' and a search button. To the left of the search bar, there is a 'FACETS' section with two categories: 'Person (1)' and 'Organisation (1)'. Under 'Person (1)', there is a link to 'Nafiseh Navabpour (1)'. Under 'Organisation (1)', there is a link to 'UFZ - Helmholtz Cent. (1)'. The main content area displays a table of results. The table has columns: ID, Title, Owner Name, Contact Name, Dataset Description, and Organisation Name. The first row shows ID 11, Title 'SPP2089 People Project Information', Owner Name 'Nafiseh Navabpour', Contact Name 'Nafiseh Navabpour', Dataset Description 'Collection of the name, email and proje...', and Organisation Name 'UFZ - Helmholtz Centre for Environmen...'. Below the table, there is a 'Powered by BEXIS' logo and links for Privacy Policy, Contact Us, and Imprint.

2. Click on the **Register** (Find it in the menu bar, on the right side).

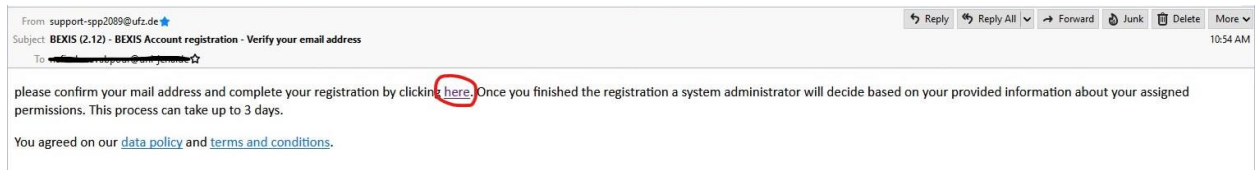
This screenshot is identical to the previous one, but the 'Register' button in the top navigation bar is circled in red to indicate where to click.

3. Fill the registration form.
Accept the *Terms and Conditions* and the *Privacy Policy*.

The screenshot shows the registration form. At the top, there is a navigation bar with links: Dashboard, Collect, Search, Plan, Register, Login, and Help. Below the navigation bar, there is a 'Register' button. The main content area is titled 'Create a new account.' and contains four input fields: 'User Name', 'Email', 'Password', and 'Confirm password'. Below the input fields, there are two checkboxes: 'I accept Terms and Conditions.' and 'I accept Privacy Policy.'. At the bottom, there is a 'Register' button.

4. Click on orange button **Register**.
5. Open your email address which you entered in the registration formula.
6. Open received email from *support-spp2089@ufz.de*.
(The title would be “BEXIS (2.12) - BEXIS Account registration - Verify your email address”)

7. Click on the confirmation link.



8. The BEXIS2 instance will open in your default browser. You are seeing your user name on the menu bar in the right side, close the Help.
Enter your information in the formula.

Registration

Account type:	Person
FirstName	
LastName	
Phone	
Mobile	
Email	
Address	
Role	

Save

9. Click on orange button **Save**.
10. Looking forward an email from nafiseh.navabpour@ufz.de to inform you about completeness of your registration process.