CASE STUDY 3:

Registering data into the BCH Central Portal:

National Authorized Users Management

Objective:

- To understand the process of creating new National Authorized Users or modifying existing ones.

- To understand how to assign different permissions to the National Authorized Users.

References:

- Training Site for the BCH Management Centre (Go to http://bch.cbd.int > Resources > Training Site of the BCH)

- Manual 6: Registering Information in the BCH Central Portal

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Participants should form Groups by seating in rows as follows:

- Row 1 : Group 1 – Greece
- Row 2 : Group 2 – Angola
- Row 3 : Group 3 – Andorra
- Row 4 : Group 4 – Comoros
- Row 5 : Group 5 – Benin

Participants should login as BCH-National Focal Point, as this is the only type of user that can manage National Authorized Users.

Each participant in each group will take turns in assuming the role of the BCH-National Focal Point **while the rest can observe what he is doing.**

Your username is the email address that you used to create your BCH account. Your password is the password that you entered when you created your BCH account.

If you have not created a BCH account yet, do so now. Please refer to "MO06 Training Module" for details in creating a new BCH account. IMPORTANT: Remember to use an email address that you always open, and do not forget your password.

Deploying the lab:

During the first round, the first participant in the group will be the BCH-NFP. All the other participants will observe.

Participants should login the **BCH Training Site** using the link in the BCH Central Portal as follows (please refer to MO06 Training Module for more details on how to use the BCH Training Site):

- Go to the BCH Training site: (Go to http://bch.cbd.int > Resources > Training Site of the BCH)
- Login to the BCH Management Centre using your username and password.
- Select the "Training Space" assigned to you by the trainer. If none, you can use the default training space "Public BCH Training."
- Select the "Government" assigned to your group as shown above (i.e. Group 1 = Greece, etc.).
- Select your role (i.e. BCH-NFP).

Participants should practice creating National Authorized Users (NAUs) with different sets of roles assigned to them as follows:

- National Authorized User for all records
- National Biosafety Expert only
- National Authorized User for Contact Details only
- National Authorized User for Laws and Regulations only
- National Authorized User for Decisions and Risk Assessments only
- National Authorized User for National Reports only
- Hermes Administrator
- National Node (Web Service Account)

Participants should practice modifying the "user rights" or roles of already existing NAUs also.

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TRAINER NOTES

Training Objective:

For users to practice using the BCH Management Centre to create NAUs, and modify the roles or "user rights" of the NAUs.

Requirements:

A BCH account (registered as a general user) and access to the BCH.

Notes:

- Users can work singly or in small groups for this exercise.
- Participants need to have their own BCH account ready. They will login the **BCH Training Site** using their own BCH account. Refer to MO06 Training Module for details on how to create a BCH account, and on how to use the **BCH Training Site**.
- It is recommended for you to setup your own Training Space for your workshop before you start this exercise. Otherwise, the participants can select the "Public BCH Training" training space.
- Be aware that the Training Site will not actually create a dummy NAU, nor delete an existing NAU. It will only prompt you a message that says something like: "Congratulations! You would have successfully completed the creation, update or deletion of a National Authotized User. Please note that, as you are on the training site, no change has been made."