



BCH
training



CASE STUDY 03:

Registering data into the BCH Central Portal: National Authorized Users Management

Objective:

- To understand the process of creating new National Authorized Users and modifying existing ones.
- To understand how to assign different permissions to the National Authorized Users.

References:

- BCH Training Site (Go to <http://bch.cbd.int> > Help (or Resources) > Training Site of the BCH)
- Manual 06: Registering Information in the BCH Central Portal



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Participants should form Groups by seating in rows as follows¹:

- 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 registered email address 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 Manual” 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, one of the participants in the group will be the BCH-NFP. All the other participants will observe.

¹ Countries names here are used as examples, and can be changed if needed as long as the groups are clearly identified.

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

- Go to the BCH Training site: (Go to <http://bch.cbd.int> > Help (or Resources) > Training Site of the BCH)
- Login to the BCH Management Centre using your registered email address 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:

To learn how to use the BCH Management Centre to create NAUs, and modify the roles or “user rights” of the NAUs.

Requirements:

A BCH account and access to the BCH.

Notes:

- 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 Manual 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 though you can create dummy NAUs or modify and delete existing NAUs using the BCH Training Site, all these changes don't have any impact on the BCH databases. That is why the system will prompt you a message that says: “Congratulations! You would have successfully completed the creation, update or deletion of a National Authorized User. Please note that, as you are on the training site, no change has been made.”