

Registration

Overview

Registration is a way for community members to submit identification records to the Hub in order to gain access to the site. Common requirements are to state a name, username, choose a secure password, and validate an email address. Once registered, community members can become Hub users with the ability to submit content on the Hub.

Creating an Account on a HUB

1. Navigate to the front page of the HUB (e.g. <https://yourhub.org/>)
2. Click the **Register** link
3. Under the *Login Information* section, provide a username in the **User Login** textbox. It can only contain lowercase letters and numbers. No spaces or punctuation can be used in the username

4. Press tab or click to the **Password** textbox. If the text that appears below **User Login** states that the User login name is not available, then repeat the previous step with a different username
5. Provide a password in the **Password** textbox. Ensure it follows the list of rules mentioned below the **Password** textbox
6. Repeat the same password in the **Confirm Password** textbox
7. Under the *Contact Information* section provide a name in **First Name, Last Name** textboxes
8. Provide a valid e-mail address in the **Valid E-mail** textbox

Note: The e-mail address must be valid since a confirmation e-mail will be sent that has an activation link that must be used to activate the account

9. Under the *Receive Email Updates* section, select from the drop down on whether or not to receive email updates from the HUB
10. In the *Human Check* portion, type the characters shown in the image in the textbox directly below the image. If the image didn't appear or is unclear, click the **click to renew CAPTCHA** link to refresh
11. Under *Terms & Conditions* click the **Terms of Use** link to open and read the terms. Check the box provided to indicate agreement to the terms
12. After verifying all information provided is correct, click **Create Account**
13. Check the inbox of the e-mail provided for the confirmation e-mail
14. Navigate to the activation link provided in the e-mail. Provide the account credentials when prompted to login. Once logged in, the account will be successfully activated