



Instruction on using the BCH training site for registering information:

- Divide participants into groups. Each group should consist of 2 persons.
- Ask each group to select a given government.

- Note down the governments that were selected (A government cannot be selected by more than one group)

- Ask them to go to the BCH central portal training space @

https://bch.cbd.int/resources/trainingsite.shtml







- Selected Angola in the training space

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Home The BCH The Protocol Finding Information Registering Information Resources Help	Country Profiles 🗸
Home Resources BCH Training Site	RD, RD, 🥩 🛛
Welcome to the Training Site of the Biosafety Clearing-House	Training Space * Select a training space
This Training Site has been implemented to help BCH users familiarize themselves with the functioning of the BCH's Management Center without altering the content of the official portal.	Select a training space
Users accessing this Training Site may practice submitting records, for training purposes only , as (i) a general Registered User or, by selecting a country, (ii) a BCH National Focal Point (BCH-NFP) or (iii) a National Authorized User (NAU). For more information on these roles see the question Who can submit information to the BCH? in the BCH's FAQ section.	Public BCH Training Cote d'Ivoire
To start your training, please use the drop-down menus and the button(s) on the right side of this page:	Gambia
 The Training Database menu allows you to choose among all the currently existing training instances. Unless directed otherwise (e.g. during a dedicated workshop) please use the default value Public BCH Training, all other instances will require a password to continue. 	Djibouti
 The Government menu allows you to access the training site as a representative of a Government and therefore with 	Botswana
the right to submit National Records. If you leave this field blank, you may only train as general Registered User.	Cameroun
 The Select a role button(s) allow you to choose the role you wish to train for. If a Government is selected, you may choose to train as BCH National Focal Point or as National Authorized User for all records for the submission of National Records on behalf of the selected country. Otherwise you may simply train as Registered user for the 	Mali
submission of Reference records.	Zimbabwe
Note: For more information on National records and Reference records see the question What type of information is available in the BCH? in the BCH's FAQ section.	BCHMigration lest
Once you have selected a role (and if required, a country), you will be redirected to the <i>Registering information</i> section of the Training Site, in accordance with your chosen role, exactly as you would use the official BCH. For example, by clicking on the appropriate link in the laft hand many of the <i>Registering information</i> section. You would use the official BCH.	Angola

- Then each group should use the selected government

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Convention on Biological Diversity	and the
Home The BCH The Protocol Finding Information Registering Information Resources Help	Country Profiles 🗸
Home Resources BCH Training Site	RE, RE, 🎯 🛛
Welcome to the Training Site of the Biosafety Clearing-House	Training Space *
This Training Site has been implemented to help BCH users familiarize themselves with the functioning of the BCH's Management Center without altering the content of the official portal.	Syrian Arab Republic
Users accessing this Training Site may practice submitting records, for training purposes only , as (i) a <i>general Registered</i> User or, by selecting a country, (ii) a BCH National Focal Point (BCH-NFP) or (iii) a National Authorized User (NAU). For more information on these roles see the question Who can submit information to the BCH? in the BCH's FAQ section.	Please select a government to train as BCH-NFP or NAU, OR leave it blank to train as a general Registered User.
To start your training, please use the drop-down menus and the button(s) on the right side of this page:	
 The Training Database menu allows you to choose among all the currently existing training instances. Unless directed otherwise (e.g. during a dedicated workshop) please use the default value Public BCH Training, all other instances will require a password to continue. 	BCH Training: BCH National Focal Point
 The Government menu allows you to access the training site as a representative of a Government and therefore with the right to submit National Records. If you leave this field blank, you may only train as general Registered User. 	BCH Training: National
 The Select a role button(s) allow you to choose the role you wish to train for. If a Government is selected, you may choose to train as BCH National Focal Point or as National Authorized User for all records for the submission of National Records on behalf of the selected country. Otherwise you may simply train as Registered user for the submission of Reference records. 	Authorized User
Note: For more information on <i>National records</i> and <i>Reference records</i> see the question <i>What type of information is available in the BCH</i> ? In the BCH's FAQ section.	
Once you have selected a role (and if required, a country), you will be redirected to the <i>Registering information</i> section of the Training Site, in accordance with your chosen role, exactly as you would use the official BCH. For example, by clicking on the	





- One member of the group assign himself the role of national focal point and the other will assign himself the role of National authorized user

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Training Site of the BCH	Account ID: elkaw Role: BCH T Government: Syriar Database: Angol Change	yo@gmail.com Training: BCH National Focal Point n Arab Republic a e settings / Leave the training site
Home The BCH The Protocol Finding Information Registering Information	Resources Help	Country Profiles 🗸
Home Resources BCH Training Site		R. R. 🚳 🕢
Welcome to the Training Site of the Biosafety This Training Site has been implemented to help BCH users familiarize themselves with t Management Center without altering the content of the official portal.	Clearing-House	Training Space * Angola Government Syrian Arab Republic
Users accessing this Training Site may practice submitting records, for training purpos User or, by selecting a country, (ii) a BCH National Focal Point (BCH-NFP) or (iii) a Nation information on these roles see the question Who can submit information to the BCH? In t	es only, as (i) a <i>general Registered</i> al Authorized User (NAU). For more the BCH's FAQ section.	Please select a government to train as BCH-NFP or NAU, OR leave it blank to train as a general Registered User.
To start your training, please use the drop-down menus and the $button(s)$ on the right si	de of this page:	· · · · · · · · · · · · · · · · · · ·
The Training Database menu allows you to choose among all the currently exist directed etherwise (e.g., during a dedicated workshap) places use the default value	ing training instances. Unless	Select a role
instances will require a password to continue.	e Public BCH Training, an other	Leave the training site 🛛 🕣
 The Government menu allows you to access the training site as a representative the right to submit National Records. If you leave this field blank, you may only t 	of a Government and therefore with rain as general Registered User.	
 The Select a role button(s) allow you to choose the role you wish to train for. If choose to train as BCH National Focal Point or as National Authorized User for all National Records on behalf of the selected country. Otherwise you may simply tra 	a <i>Government</i> is selected, you may <i>records</i> for the submission of in as <i>Registered user</i> for the	BCH Training: BCH National Focal Point
submission of <i>Reference records</i> . Note: For more information on <i>National records</i> and <i>Reference records</i> see the question <i>in the BCH</i> ? in the BCH's FAQ section.	What type of information is available	BCH Training: National 🔊
Once you have selected a role (and if required, a country), you will be redirected to the <i>I</i> Training Site, in accordance with your chosen role, exactly as you would use the official B appropriate link in the left-hand menu of the <i>Registering information</i> section, you can:	Registering information section of the 3CH. For example, by clicking on the	
 Register a new record (or save it as a draft); 		

- Edit a published record;
- Edit a draft record; and/or
- Check the status of vour records.





 The database, the government you selected and your role will be displayed on the top

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Training Sit	e of t	he BCH			Account ID: elk Role: BC Government: Syı Database: An Char	awyo@gmail.com H Training: BCH National Focal Point rian Arab Republic gola nge settings / Leave the training site
Home The BCH The Prot	ocol Findi	ng Information R	Registering Informa	ition Resources	Help	Country Profiles 🗸
Management Centre	Home Ma	anagement Centre				Re. R. 🚳 🕜
Register a new record		-				
Edit a published record	Manag	ement Ce	entre - Reg	vistering Ir	formation	
Edit a draft record	manag	, cinene ee	incre neg	sistering in	normación	
Record status	Welcomel	You have leaded in	a alkauna@ama	il com		
Personal Account	weicome: 1	ou nave logged-in a	as eikawyo@gma	n.com.		
My Profile						Tour current training ID is:
My Subscriptions	You are i	in the Training S	ite of the Biosa	fety Clearing-Ho	use	
Password change	At any time	e vou may <i>Change</i>	settings or Leave t	he training site by c	licking on the	Account ID: elkawyo@gmail.com
Sign Out	Repeating the fourth of the second se				Role: National Focal Point	
Administration					Syrian Arab	
National Authorized Users					Republic	
	records as	you would use the	official BCH.			Database: Angola
	Please note that any changes made on the Training Site will NOT affect the official BCH site and will remain visible to all Training Site users for the duration of 7 days.					
	This section allows registered BCH users to register, edit or delete information according to the rights conferred upon them by their specific roles. In order to view the status of a record you have submitted for publication, please see the Record status page. BCH users who are unfamiliar with the operation and use of the Management Centre may wish to refer to the BCH Help section, or more specifically, to the BCH Tutorials, Frequently Asked Questions (FAQs) sections and the Training Materials. A Training Site is also available to help BCH users familiarize themselves with the functioning of the BCH's Management Center without altering the content of the official portal.					
Records requiring your review and validation prior to publication						
	The records below require your review. Please ensure that all records are accurate and complete before you validate them and make them available through the BCH. For explanations about the validation process go to the FAQs.					
	ID	Description		Status	Requested by/o	on

- Ask them to register a "news" record and a national biosafety website record.
 Then to send it for publishing
- The focal point will get a notification on the records submitted by the national authority user in his group
- Ask the focal point to approve one record and send the other record for revising to the National Authorized user.
- Then ask them to switch roles by clicking on change settings at the top of the page





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Training S	ite of the BCH Account ID: ell Role: BC Government: Sy Database 7 Cha	kawyo@gmail.com)H Training: BCH National Focal Point vrian Arab Republic mature nge settings / .eave the training site
Home The BCH The I	Protocol Finding Information Registering Information Resources Help	Country Profiles 🗸
Management Centre	Home Management Centre	🖻 🖳 🚳 💡
Register a new record		
Edit a published record	Management Centre - Registering Information	
Edit a draft record		
Record status	Welcome! You have logged-in as elkawyo@gmail.com	
Personal Account		
My Profile		Tour current training ID is:
My Subscriptions	You are in the Training Site of the Biosafety Clearing-House	
Password change	At any time you may Change settings or Leave the training site by clicking on the	Account ID: elkawyo@gmail.com Role: BCH Training: BCH National Focal Point
Sign Out	relevant links in the top banner.	
Administration	By using the links in the the left-hand menu you can Register a new record (or save it as	Government: Syrian Arab
National Authorized Users	a draft); Edit a published record; Edit a draft record and/or Check the status of your records as you would use the official BCH.	Republic Database: Zimbabwe
	Please note that any changes made on the Training Site will NOT affect the officia to all Training Site users for the duration of 7 days.	al BCH site and will remain visible
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- And then ask them to use the same settings for training space and government but to change their roles
- Ask then to register a competent national authority record. Save it as draft first. Then reopen it and send it for publishing.
- Ask the focal point to amend directly the record he will receive from the National Authorized user and publish it