



## Ready Reference Management Centre Quick Start RR6

### Practice with the BCH Training Site

Use your existing BCH account to practice registering record on the BCH Training site.

Web address:

<https://bchtraining.cbd.int/member/training-signin.aspx>

### Access the Management Centre

Web address:

<https://bch.cbd.int/user/signin.shtml>

The screenshot shows the 'Sign In to the Management Centre' page. At the top, a navigation bar includes 'Home', 'The BCH', 'The Protocol', 'Finding Information', 'Registering Information' (highlighted with a yellow box and arrow labeled '1'), and 'Help'. Below the navigation bar, the page title is 'Sign In to the Management Centre'. The main content area contains a sign-in form with fields for 'Registered email address' and 'Password', a 'Remember me' checkbox, and a 'Sign In' button (labeled '4'). To the right of the form are two links: 'Sign Up for a BCH Account' (labeled '2') and 'Forgot your password?' (labeled '3'). Below the form is an 'Important Remarks' section with text about confidentiality and validation. At the bottom, there is a note about the Secure Socket Layer (SSL) security.

- 1. Open the Management Centre** Open the Management by following the link Registering information
- 2. Get a BCH account** Sign-up for a BCH account by filling in the online form.
- 3. Forgotten password** Re-set your password by following the instructions on the Management Centre home page.
- 4. Sign-in to your account** Enter your email address and password and click the "sign-in" button.



## Navigating the Management Centre Home Page

Web address:

<https://bch.cbd.int/managementcentre/>

**Biosafety Clearing-House** Convention on Biological Diversity

Training Site of the BCH Account ID: GELSALVADOR6.NAU1 Government: SV Database: ELSALVADOR\_TRAIN

Home The BCH The Protocol Finding Information Registering Information Resources Help Country Profiles...

**Management Centre** Home | Management Centre

My Profile  
My Subscriptions  
Password change  
Sign Out

**Management Centre**

Welcome to the Management Centre of the Biosafety Clearing-House. You have successfully signed on as user GELSALVADOR6.NAU1.

[Module 3 of the Tool Kit \(Registering Information with the BCH\).](#)

[Create and Manage your information](#) 1  
Use the BCH Management Center to submit information required by Cartagena Protocol or to manage information you have previously submitted.

**Items requiring your attention**

The list is empty.

**My drafts** 2

ID	Description	Status	By	Last edited
[new]	<a href="#">Risk Assessment</a> Risiko sobre papa modificada	Under Editing	GELSALVADOR6.NAU1	2008-06-26
[new]	<a href="#">Decision on LMO under Advance Informed Agreement</a> BCSIII - Algodon	Changes requested	GELSALVADOR6.NAU1	2008-06-26

- 1. Create and manage your information**  
Use the BCH Management Center to submit information required by Cartagena Protocol or to manage information you have previously submitted by following the link
- 2. Draft records**  
Access your draft records by clicking on the title of the record.



## Creating new records; view or edit existing records

Web address: <https://bch.cbd.int/managementcentre/myrecords.shtml>

The screenshot shows the 'Manage your information' page. At the top, there is a navigation menu with links: Home, The BCH, The Protocol, Finding Information, Registering Information, Resources, and Help. A dropdown menu is open showing 'Country Profiles...'. Below the navigation is a sidebar with 'Management Centre' and links for 'My Profile', 'My Subscriptions', 'Password change', and 'Sign Out'. The main content area is titled 'Manage your information' and includes the instruction 'Register new information with the BCH, or edit your existing records.' There are two main sections: 'Create a new record (working draft)' and 'View or edit existing records'. The 'Create a new record' section has a table with 'Record category' and 'Record type' columns. Under 'National contacts', there are three radio button options: 'National Focal Point' (selected), 'Competent National Authority', and 'National Biosafety Website or Database'. Under 'Laws and regulations', there are two radio button options: 'Law, Regulation or Guideline' and 'Regional or International Agreement'. A yellow callout '1' points to the 'National Focal Point' option. Below this section is a 'Create new record...' button with a yellow callout '2'. To its right is a link 'Download common formats for offline use (PDF or Word)' with a yellow callout '3'. The 'View or edit existing records' section has a table with 'Record category' and 'Record type' columns. Under 'Record category', there are four radio button options: 'All records (9)' (selected), 'Published records (5)', 'Draft records (4)', and 'My records (2)'. Under 'Record type', there are ten radio button options: 'Display all categories (9)' (selected), 'National contacts (2)', 'Laws and regulations (0)', 'Decisions and declarations (1)', 'Risk assessments (1)', 'Organisms (0)', 'Capacity-building records (0)', 'Roster of experts (1)', 'Information-sharing (1)', and 'Core reference records (3)'. A yellow callout '4' points to the 'All records (9)' option.

- 1. Choose a record** Choose a record from the list
- 2. Create a new BCH record** Click on the “**create new record**” button, then fill in the form and submit for publishing.
- 3. Get form for offline use** Download a copy of the common format for registering information off line.
- 4. Existing records** View and edit your existing records.