



 **CASE STUDY (CSSD01):  
National Authorized Users Management.**

**Objective:**

- Understand the process of creating new National Authorized Users and modifying existing ones.
- Learn how to modify the roles or "user rights" of the National Authorized Users.

**Mechanics:**

Participants need to have their own BCH 'General User' account ready. They should create a BCH 'General User' account now if they do not have one.

**NOTE: While registering as a BCH general user, use an email address you frequently open, and do not forget your password.**

The BCH National Focal Point (NFP) is the only type of user that can manage National Authorized Users (NAUs). Participants should be divided into groups of three to four members. Each group will be assigned a given country. Participants in each group will take turns assuming the BCH National Focal Point role while the rest can observe what he is doing.

Groups and log-in details for the BCH National Focal points are summarized below:

Group	Country	NFP User name	Password
1	Cape Verde	caboverde.nfp@gmail.com	BCH2021!!!
2	Pakistan	pakistan.nfp@gmail.com	BCH2021!!!
3	Jamaica	jamaica.nfp@gmail.com	BCH2021!!!
4	Mauritania	mauritania.nfp@gmail.com	BCH2021!!!
5	Mozambique	mozambique.nfp@gmail.com	Bchworkshop
6	Rwanda	rwanda.nfp@gmail.com	Bchworkshop
7	Gabon	gabon.nfp@gmail.com	Bchworkshop
8	Greece	greece.nfp@gmail.com	Abdef1234\$
9	Angola	angola.nfp@gmail.com	Abdef1234\$
10	Andorra	andorra.nfp@hotmail.com	Abdef1234\$
11	Comoros	comoros.nfp@hotmail.com	Abdef1234\$





Participants should visit the BCH' Training Site' (<https://bch.cbd.int>> Help> Training Site). Then log in using the assigned country NFP user name and password.

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

- National Authorized User
- National Authorized User For Laws
- National Authorized User For Decisions
- National Authorized User For National Reports

Upgrade your role as National Authorized User (Submit> User Management > Add Authorized User).

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

**NOTE: It is important to avoid deleting previously existing users, as they are being used for other training activities.**