

REGISTRATION HELP

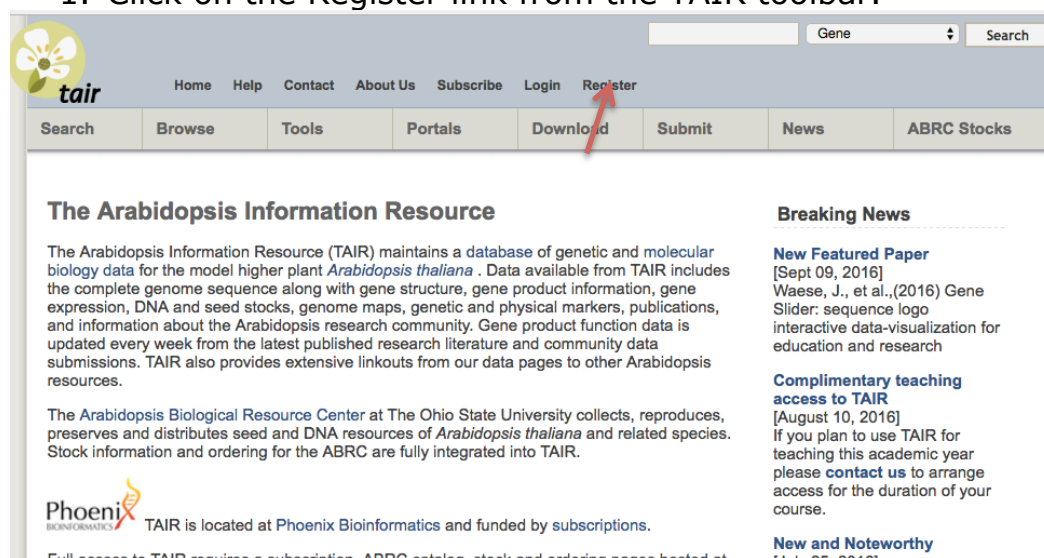
Before you register as a new user please use the [TAIR community search](#) to check to see if you already have an existing account.

If you already have an account but have forgotten your password you can reset your password from the login screen.

If you have an account but have forgotten your username or your email address has changed and you can't reset your password please contact us at curator@arabidopsis.org

Registering as a new user.

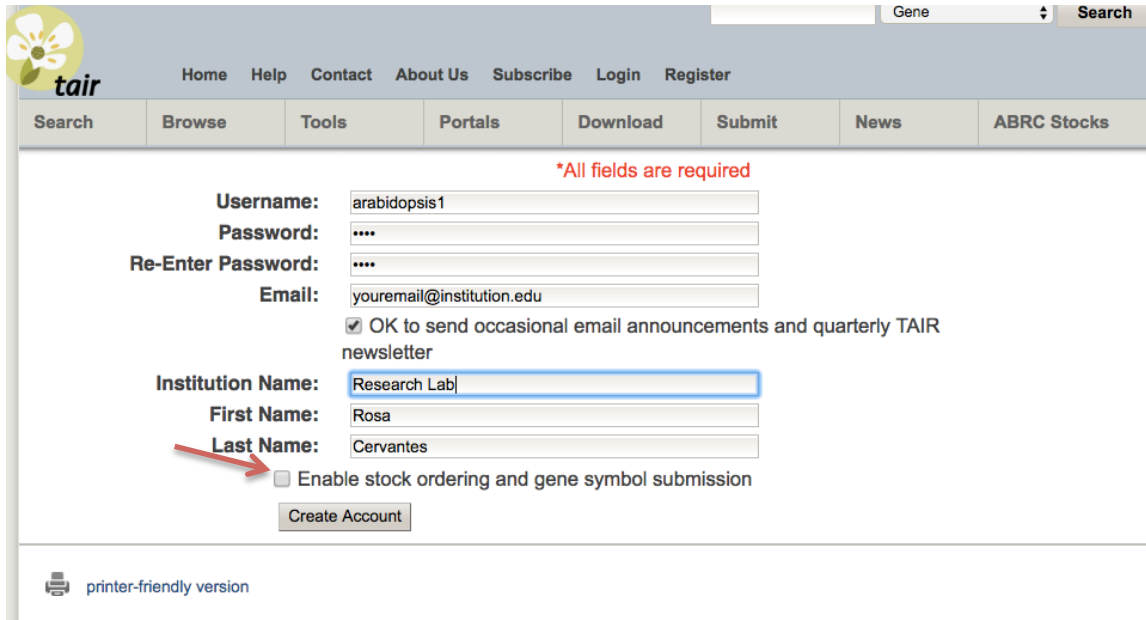
1. Click on the Register link from the TAIR toolbar.



2. Create your username (max 10 characters, no spaces) and password (max 10 characters). **Enter information in all the requested fields.**

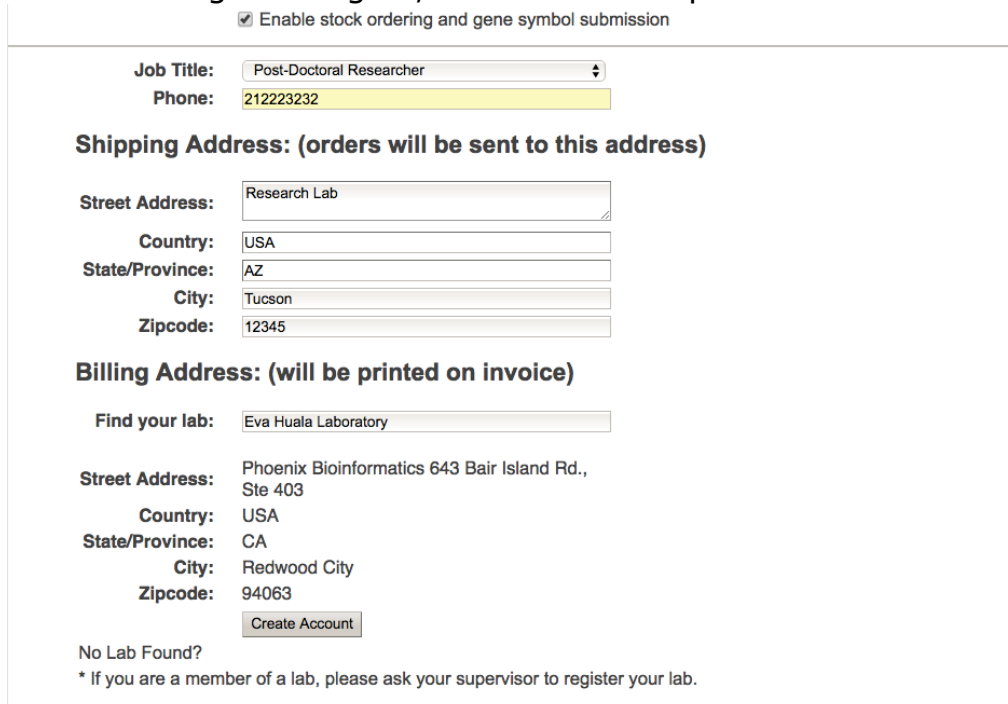
A screenshot of the TAIR registration form. The form is titled 'Register' and includes a red asterisk indicating that all fields are required. The fields are: Username, Password, Re-Enter Password, Email, Institution Name, First Name, and Last Name. There are also checkboxes for 'OK to send occasional email announcements and quarterly TAIR newsletter' and 'Enable stock ordering and gene symbol submission'. A 'Create Account' button is at the bottom.

3. If you plan to order stocks from the ABRC check the 'enable stock ordering and gene symbol submission' box, otherwise click 'Create Account'. You can always request ordering privileges later.



The screenshot shows the TAIR registration page. At the top is the TAIR logo and a navigation bar with links: Home, Help, Contact, About Us, Subscribe, Login, Register. Below this is a secondary navigation bar with tabs: Search, Browse, Tools, Portals, Download, Submit, News, and ABRC Stocks. The main form area has a red warning message: "*All fields are required". The form fields include: Username (arabidopsis1), Password (masked with dots), Re-Enter Password (masked with dots), Email (youremail@institution.edu), a checkbox for "OK to send occasional email announcements and quarterly TAIR newsletter" (checked), Institution Name (Research Lab), First Name (Rosa), Last Name (Cervantes), and a checkbox for "Enable stock ordering and gene symbol submission" (unchecked). A red arrow points to this checkbox. At the bottom of the form is a "Create Account" button. Below the form is a link for "printer-friendly version".

4. Enter in all requested information. Choose the best job title that fits, enter your telephone number and shipping address. The country and state/province fields are predefined and will autocomplete once you start entering text. Again, all fields are required.



This screenshot shows the continuation of the TAIR registration form. It starts with a checked checkbox for "Enable stock ordering and gene symbol submission". The form fields include: Job Title (Post-Doctoral Researcher), Phone (212223232), Shipping Address section with fields for Street Address (Research Lab), Country (USA), State/Province (AZ), City (Tucson), and Zipcode (12345), and Billing Address section with a "Find your lab" field (Eva Huala Laboratory), Street Address (Phoenix Bioinformatics 643 Bair Island Rd., Ste 403), Country (USA), State/Province (CA), City (Redwood City), and Zipcode (94063). A "Create Account" button is at the bottom. Below the form, it says "No Lab Found?" followed by a note: "* If you are a member of a lab, please ask your supervisor to register your lab."

5. Search and add yourself to an existing lab. Start entering the lab name (usually last name of the lab group leader) and the autofill will suggest possible matches. If you cannot find your lab then you will need to ask your supervisor to register and create a lab. If you are the head of the

lab then you can create your own lab by checking the box to 'Create new lab'.

Job Title: Assistant Professor
Phone: 212223232

Shipping Address: (orders will be sent to this address)

Street Address: Research Lab
123 Main St

Country: USA
State/Province: AZ
City: Tucson
Zipcode: 12345

Add Lab: (address will be printed on invoice)


Lab Name: Cervantes Lab
☐ This is a commercial lab

Street Address: Research Lab
123 Main St

Country: USA
State/Province: AZ
City: Tucson
Zipcode: 12345

[Create Account](#)

No Lab Found?
* If you are a member of a lab, please ask your supervisor to register your lab.
* If you are head of a lab, create a lab using the link below

 ☒ Create new lab (PI use only)

- Once you are done entering your information, click 'Create Account'. You will see a confirmation that your account has been created. If you have requested ordering privileges, please allow up to 1 business day for ABRC to approve ordering access.

ABRC has received your request for ordering privileges. Please allow one business day for approval.

Username arabidopsis1
Email yourmail@institution.edu
First Name Rosa
Last Name Cervantes
Email Option true
Institution Name Research Lab
Job Title Assistant Professor
Phone 212223232

Shipping Address

Street Address: Research Lab\123 Main St
Country: USA
State: AZ
City: Tucson
Zipcode: 12345

Billing Address

Street Address: Research Lab\123 Main St
Country: USA
State: AZ
City: Tucson
Zipcode: 12345

[To edit this information please log in](#)