CitSciBio: GETTING STARTED

Please note: This guide does not cover all hub features.

You do not need an account to access publicly available resources on citscibio.org.
You do need an account to share your own resources, form groups, add events, collaborate on projects, etc.

To create an account

Click on Register or Login and choose your preferred login/account method.

A few things to keep in mind

Underneath the title on many pages you will find either a Getting Started button that will provide you with more information about that section, or a Submit/Add/Create button (phrasing varies depending on the section) that will allow you to add, update, or upload new content to that section.
Getting Help

Help is only a click away, with multiple ways of asking questions, submitting and viewing support tickets, and finding more information.

You can report a bug or an IT issue by clicking on Need Help? in the upper righthand corner of every page.

That same menu also provides links to:

- **Knowledge Base** (aka FAQ)
- **Ask the Community**: ask a question about using CitSciBio to the entire CitSciBio community
- **Wish List**: suggest features or improvements to the hub
- **Support Tickets**: check the status of your support tickets.

Building a profile

Once you’ve created an account and logged in, hover your mouse over your name and click on Profile. The only required fields are name and email. The rest is up to you!

Accessing your dashboard

Once logged in, click on your account link (your name). This will bring up your dashboard no matter what page you’re on.
Finding and creating collections

In the top menu hover your mouse over Discover, click on Collections. Or go to https://citscibio.org/collections and click on New Collection.

Posting messages in the forum

Scroll down the front page towards the bottom and click on the Forum tile; OR in the top menu hover your mouse over Community and click on Forum. Choose your topic, add a new category and get posting!

Adding an event on the calendar

Scroll down the front page towards the bottom and click on the Events tile; OR in the top menu hover your mouse over Discover and click on Events.

Finding a resource or resources

Scroll down the front page towards the bottom and click on the Resources tile; OR in the top menu hover your mouse over Discover and click on Resources.
Submitting a resource

Follow the steps above. Click on the **Submit a Resource** link under **Resources**.

Finding, starting, and contributing to a project

Scroll down the front page towards the bottom and click on the **Projects** tile; OR in the top menu hover your mouse over **Community** and click on **Projects**.

Submitting support tickets

Click on **Need Help?** link in the upper right hand corner of each page; OR in the top menu hover your mouse over **Support** and click on **Report a Problem**.