

BIOBORD USER GUIDES

1

# Registration and Account Management



BIOBORD  
PLATFORM



EUROPEAN  
REGIONAL  
DEVELOPMENT  
FUND



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**Biobord platform and its joint operating model for the network has been developed in a user-centered, iterative design process involving open piloting with registered users from around the Baltic Sea Region. This development process has been carried out in the Interreg BSR projects RDI2CluB and ConnectedByBiobord both co-funded by the EU Regional Development Fund.**

# WELCOME TO BIOBORD PLATFORM

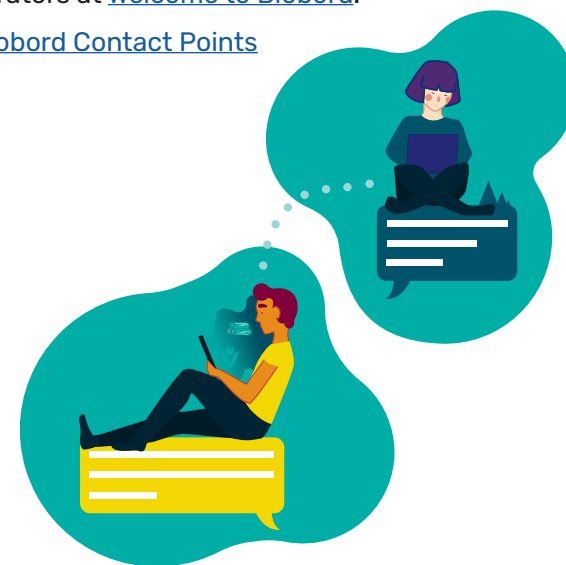
Biobord platform is an open networking and co-working forum for a growing bioeconomy developers' community across the Baltic Sea Region. Biobord platform welcomes all who are interested in networking, finding people with shared interests, and sharing knowledge and ideas on the development of sustainable bioeconomy business.

Biobord platform is home for the Biobord network that connects rural regions specialized in bioeconomy. Biobord platform is managed and administrated by JAMK University of Applied Sciences, Finland.

We hope you enjoy your experience at the platform and the platform administrators, along with our international Biobord Contact Points, are ready to assist you in getting the most out of the services available.

Get connected with our Administrators at [Welcome to Biobord](#).

Meet our international team of [Biobord Contact Points](#) to help you in networking.



# REGISTRATION

## Why should you Register?

Register and get involved in the activities! Open content is visible for you without registration. However, registration is needed to join the networking, matchmaking and knowledge sharing.

### Benefits for registered user

- **You can join** the discussion, post topics and replies at the Forum
- **You can use** the matchmaking services of Open Biobord Forum
- **You can get** support from our international Biobord Contact Points and administrators
- **You can access** our Resources

As a registered user, you are able to manage your user information and user account. Along with the instructions on registration, this guide will give you more information about the management of your personal data and the terms of service of the Biobord Platform.

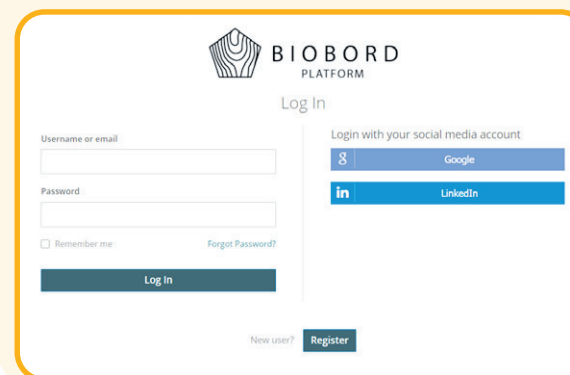
## How to Register?

Please follow these steps to register.



**1. Go to Login.** You can find the 'Login' button on the head banner of the Biobord platform in the right corner. In the Forum page, there is also a 'Sign-up' button in the upper right corner of the page. Both options lead to the same 'Log In' view.

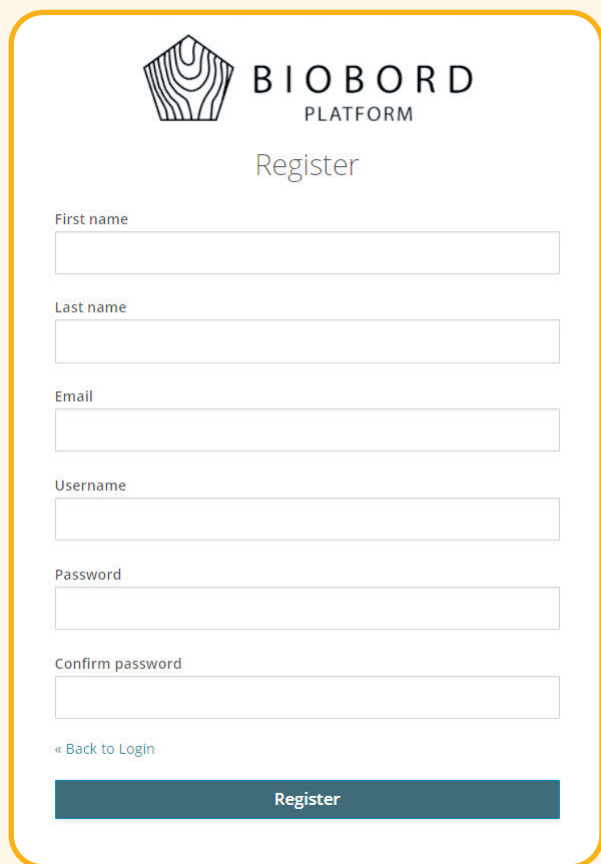
**2. Select 'Register' in the bottom of the Login view.** As a new users, you need to create and activate an account via Biobord's registration system (Keycloak).



Google and LinkedIn accounts can also be connected to an existing Biobord account via Keycloak user account management system. Check the instructions from 'How to Manage My Account?' section. After connecting the social media accounts to your Keycloak user account, you can login also with your social media accounts.

### 3. Fill in your information to the registration form. (See figure below).

Read through and approve the Terms of Service.



The registration form for the Biobord Platform is displayed within a rounded rectangle with an orange border. At the top left is the Biobord logo, a stylized wood grain icon. To its right, the text 'BIOBORD' is in a large, bold, sans-serif font, with 'PLATFORM' in a smaller font below it. Centered below the logo and text is the word 'Register' in a light blue, sans-serif font. The form contains six input fields, each with a label to its left: 'First name', 'Last name', 'Email', 'Username', 'Password', and 'Confirm password'. Below the 'Confirm password' field is a link that reads « Back to Login'. At the bottom of the form is a dark blue rectangular button with the word 'Register' in white, sans-serif font.



Please note that the username will be the name of your profile in the Biobord platform. It is therefore advisable to use your own name or to keep the username quite simple. For example, please avoid number series as username.

Easily identifiable user names are, for example, in the form of: Yourcompany\_Yourname, or Firstname\_Lastname.

### 4. Respond to the verification email to confirm your account.

After filling in the registration form, you will receive a confirmation message to your email. After responding to the confirmation email, you can log in with the username and password that you created in the registration.

If the message is not arriving within 15 minutes, please check the trash folder in your email. You have 4 hours to respond to the confirmation email, or your account will be locked. If this happens, kindly contact the Biobord administrator (contacts at [Welcome to Biobord](#)). We will activate your account.

**5. Login.** If you are not logged in automatically, please log in with your new username and password via the Login button on the head banner of the Biobord platform.

**6. Access the Forum page.** When you access the forum for the first time, your account is activated. Please confirm the activation. You are not ready to start using the Biobord platform.



## Troubleshooting

Here are the most frequent issues and solutions for registering.

### PROBLEM:

I have not received a verification email for my Biobord account.

### SOLUTION:

Please check the trash folder in your email.

### PROBLEM:

I try to login, and it says that an account with my email already exists.

### SOLUTION:

The account was not activated successfully.

Kindly contact the Biobord administrator (contacts at Welcome to Biobord).

We will activate your account.

### PROBLEM:

I received verification email to my trash folder, but it does not include a verification link.

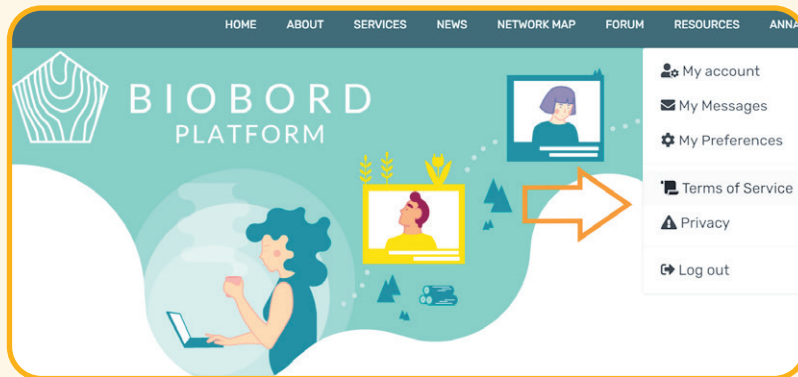
### SOLUTION:

The link might appear when you move the message from the 'trash' to 'arrived' folder. If not, please check the security settings of your email, it might remove all links from emails that are potentially dangerous (ours is not). After changing the settings, please request a new verification email by choosing 'I forgot my password' from the 'Log In' view.



# TERMS OF SERVICE

When you register as a Biobord user, you are also accepting our Terms of Service. You can find the 'Terms of Service' from your 'Login' list that appears under your username in the right corner of the head banner. In the same list, you can also access the 'Privacy Policy'.



We present here a few important terms related to the Terms of Service. The terms are presented in brief. To see the full version, please study the 'Terms of Service'.

## Your Content

JAMK University of Applied Sciences has no ownership rights in the intellectual property that you share with the forum, such as your account information, posts, or other content you submit to the forum. You remain solely responsible for content you submit to the forum.

JAMK University of Applied Sciences is not obligated to store, maintain, or provide copies of content you submit.

Content you submit to the forum belongs to you, and you decide what permission to give others for it. Still, at a minimum, you license JAMK University of Applied Sciences to provide content that you submit to the forum to other users of the forum. That special license allows JAMK University of Applied Sciences to copy, publish, and analyze content you submit to the forum.

## Content Standards

1. You may not submit content to the forum that is illegal, offensive, or otherwise harmful to others. This includes content that is harassing, inappropriate, or abusive.
2. You may not submit content to the forum that violates the law, infringes anyone's intellectual property rights, violates anyone's privacy, or breaches agreements you have with others.
3. You may not submit content to the forum containing malicious computer code, such as computer viruses or spyware.
4. You may not submit content to the forum as a mere placeholder, to hold a particular address, username, or other unique identifier.
5. You may not use the forum to disclose information that you don't have the right to disclose, like others' confidential or personal information.

## Personal Data Protection

As a part of the registration, data on the users is collected in the Keycloak user account management system. The user register data includes name and email address of each registered Biobord user. In addition, data is collected on the user's roles and rights on the Biobord. This data includes, for example, what groups the user belongs to.

The data collected in the user register is provided by the users themselves and the users are also able to manage this data as outlined in section 'How to Manage My Account?'. Collected user data is not transferred to third parties or used for any marketing purposes without separate consent of the users.

For detailed information of the personal data protection and the rights of the users to access and erase their user data, kindly consult the 'Privacy Policy' that you can access via the Login list.

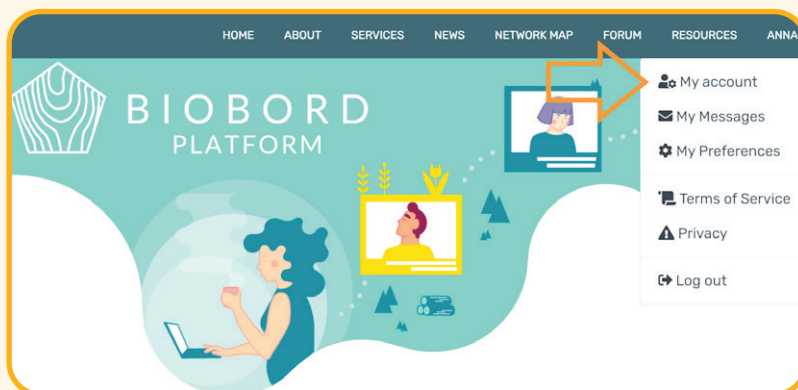


# HOW TO MANAGE MY ACCOUNT?

Biobord platform users can manage their user account information via Keycloak, which is an identity and access management service. Each registered user can use Keycloak to do the following:

- Edit account related information
- Change the password
- Enable a two-factor authentication
- Attach existing social media accounts for registered Biobord account
- Monitor and manage all active sessions
- Read the list of all available roles and access permissions for different parts of web platform

You can access your user account at Keycloak via the link 'My account' in your 'Login' list. The 'Login' list appears under your username in the right corner of the head banner when you have logged in.



When accessing 'My account',  
you can find from the left side the options:

- |                 |                      |
|-----------------|----------------------|
| • Account       | • Federated Identity |
| • Password      | • Sessions           |
| • Authenticator | • Applications       |



## What these options mean and how to use them?

### Account

You may change your email address and your name information. Both username and email address can be used for login. E-mail address is required for resetting your password.

### Password

You may change your current password. This is done by entering the existing password in the first field (Password), your new password in the second field (New Password) and your new password again in the third field (Confirmation).

### Authenticator

A two-factor authentication increases the security for your user account. In authenticator section, you can enable a two-factor authentication if you prefer it. Two-factor authentication means that each authentication action (for example user logging into the system) has two phases:

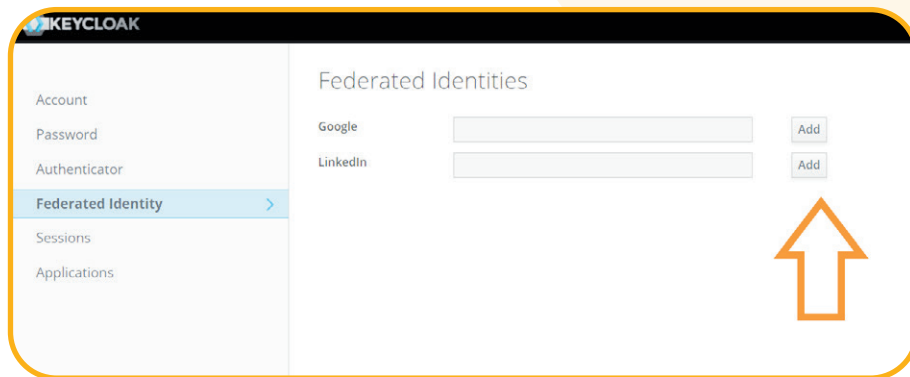
- Enter your user account credentials (username and password)
- Enter the token provided from authenticator you access with your mobile



To utilize the two-factor authentication, follow the three-step instruction at the 'Authenticator' page. You must first install either one of the presented authenticator applications for your mobile phone (FreeOTP or Google Authenticator). After the installation open the installed application and it provides the camera view with barcode reader which is used to scan the barcode shown in the authenticator screen. It then provides the code which can be used once. Enter the given code into one-time code field and finish the setup with Save button.

### Federated Identity

In the federated identity, you can attach existing social media accounts to your registered Biobord account. This allows you to 'Login' with your social media account. Biobord supports social media login with Google and LinkedIn accounts.



If user account registered in Biobord is registered also in Google or LinkedIn, user can allow social media login by clicking the Add button next to social media provider input field. User's email should now appear in the input field. User should then be able to utilize social media login throughout the Biobord platform.

### Sessions

This section is used to manage your existing sessions where your user account is logged in with Keycloak service. You can see, for example, if you are logged in with many devices simultaneously. You can terminate all active sessions by clicking the 'Log out all sessions' button. This logs user out of the current Keycloak session also.

### Applications

Applications section has the list of all sections on web platform where you have access. This section is for read only viewing and you cannot modify any access rights.