

VBA registration

How to register to use the Victorian Biodiversity Atlas

Firstly, if you have submitted flora or fauna records to the Department before then you will already have a VBA identifier. If this is the case please email vba.help@depi.vic.gov.au to check and receive your unique login and password, then follow steps 3-14.

All new contributors will need to register and await activation by the system administrator.

1. Go to the VBA website (<https://vba.dse.vic.gov.au/vba/>).
2. Select Register and the following window will open (Figure 1).

Figure 1. Registration window, Basic User Information

*Fields marked with a red dot (•) are mandatory fields and must be completed. The fields marked with a yellow dot (•) are conditional - if you complete one you must complete the others.

3. Fill in all the mandatory fields, Login Name (6-12 characters), Password (6-12 characters AND alpha-numeric and confirm) and your name.
4. Please select email as your preferred contact method – this will enable the VBA to automate emails directly to you about any records queried by Expert Reviewers.
5. Select Contributor from the [Expected Access Level](#), this will enable you to submit and review your records.
6. Please give a brief reason of why you would access to the VBA, for work, study or volunteer work etc.
7. Scroll down to the next section on Contact Details (see Figure 2).
8. From the [Contact Type](#) dropdown list select 'Email Address' then type your email address into the 'Email or Phone' box. Select Add and your address will be added to the list below. You can add further information here such as work or mobile phone numbers which will enable the VBA administrator to contact you.
9. Please ensure that your email address is highlighted as the default contact method for you. To do this check the tick box next to your email address (highlighted in Figure 2) then click on the [Set as Default](#) button.

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Figure 2 Contact details section

10. Scroll down to enter your address details (Figure 3).
11. As for contact information, complete at least one address (such as your work address) with the ● fields, select **Add** and **Set as Default** as before.

Figure 3 Address details

12. Next step is to complete your **Organisation** details. If you will be predominantly using the VBA for your work please select your organisation from the dropdown list. If you are a volunteer you can select the organisation and type Volunteer into the Position box. If you are a naturalist wishing to use the VBA for your own interest there is an option of Private Individual, please type your specialism, main interest group or 'Naturalist' in the Position field. You may add more than one Organisation if that is appropriate.
13. Finally, before you can access any data in the VBA, you need to read and agree to the **Terms of Use** (officially to be bound by these terms you need to also be **18 years or older**)

14. Once you have completed the form, select **Save**. You will be redirected to the Login Page. The VBA administrator will then check your details and activate your account.

Once activated you will receive an email to the address provided and a direct link to the VBA. Select this link and use your unique **Login Name** and **Password**, to login to the VBA and start using the system.

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