

# HOW TO REGISTER

In this guide, we will guide through the registration process with Pūmotomoto. While not necessary for searching, or using the resources on Pūmotomoto, it's an additional option which you may find useful.

## Why register?

By registering with Pūmotomoto, you are creating your own profile which you can then use to fully utilise the features that the website has to offer.

If you're a frequent user of Pūmotomoto, then it may be beneficial for you to register. All you need to do to register is enter your name, email and create a new password.

## Features

By creating a profile on Pūmotomoto you will can do the following:

### 1. Save items

Save documents, newspapers and images so you can easily come back to them.

### 2. Create Collections

Sort those saved items into collections. E.g. You may be working on a project around a person or city. When you discover items on Pūmotomoto, save them, and add them to a collection. You can create as many collections as you like.

## How to register

### 1. Go to Pūmotomoto

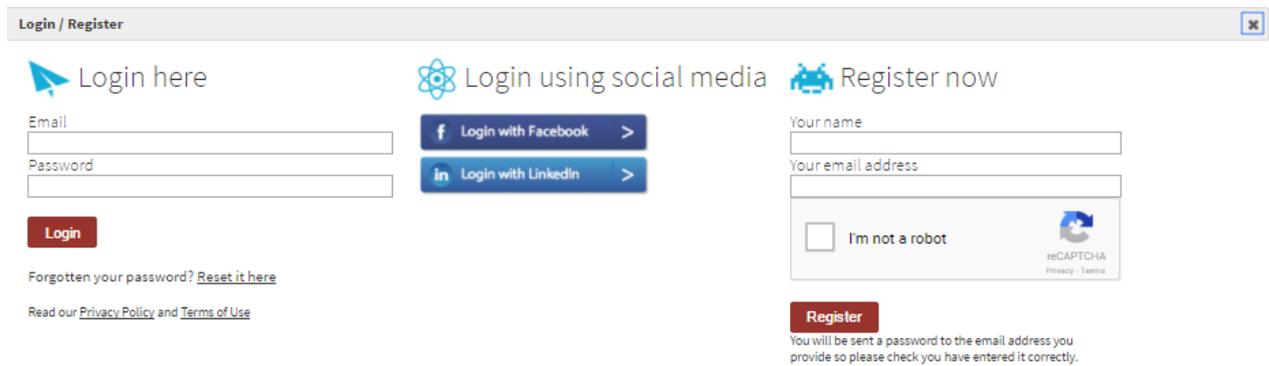
It's very easy to register with Pūmotomoto. To begin, head to Pūmotomoto and select **login** from either the top right, or in the black panel on the left. See circled below.



The screenshot shows the Pūmotomoto website interface. At the top left is the John Kinder Theological Library logo. The main header features the Pūmotomoto logo and the tagline 'the gateway to knowledge'. On the top right, a 'login' button is circled in red with an arrow pointing to it. Below the header is a navigation menu with 'About Us', 'Audio', 'Church Newspapers', 'Images', and 'Reports'. The main content area displays a large photograph of children in a classroom, with a search bar below it. At the bottom, there is a 'Welcome' section with introductory text and a 'Browse' section with icons for 'Church Newspapers', 'Images', 'Reports', 'Audio', and 'Objects'.

## 2. Register or login

You will be presented with the following screen. You have several options to sign up.



The screenshot shows the 'Login / Register' page. It is divided into three main sections: 'Login here', 'Login using social media', and 'Register now'.  
1. 'Login here': Includes input fields for 'Email' and 'Password', a 'Login' button, and links for 'Forgotten your password? Reset it here' and 'Read our Privacy Policy and Terms of Use'.  
2. 'Login using social media': Features buttons for 'Login with Facebook' and 'Login with LinkedIn'.  
3. 'Register now': Includes input fields for 'Your name' and 'Your email address', a checkbox for 'I'm not a robot' with a reCAPTCHA icon, and a 'Register' button. Below the button, a note states: 'You will be sent a password to the email address you provide so please check you have entered it correctly.'

### Login here

Once you have registered, this is where you would login on a return visit to Pūmotomoto.

### Login using social media

You have the option of registering and logging in thereafter with Facebook or LinkedIn. This makes logging in quick and easy.

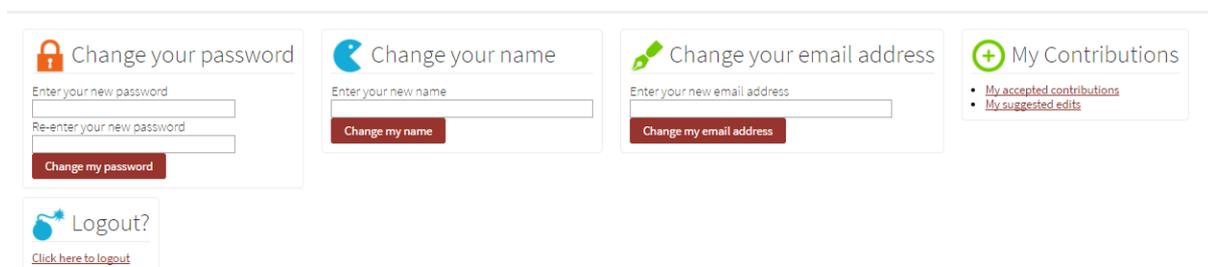
### Register now

If you'd prefer to sign up using your email address, fill in your name and your email address here. Confirm you are not a robot and click Register.

## 3. Change password

Once you have selected **Register** you will be sent an email to the email address you provided. In the email, there will be a password. This is your temporary login password. Head back to Pūmotomoto and go to Login once more. This time, type in your email and your temporary password and select **login**.

From there, select **My Profile** on the left-hand panel. Here you can see your profile and edit any information you need to, including your password.



The screenshot shows the 'My Profile' page with four main edit options: 'Change your password', 'Change your name', 'Change your email address', and 'My Contributions'.  
1. 'Change your password': Includes input fields for 'Enter your new password' and 'Re-enter your new password', and a 'Change my password' button.  
2. 'Change your name': Includes an input field for 'Enter your new name' and a 'Change my name' button.  
3. 'Change your email address': Includes an input field for 'Enter your new email address' and a 'Change my email address' button.  
4. 'My Contributions': Lists 'My accepted contributions' and 'My suggested edits'.  
Below these options is a 'Logout?' section with a 'Click here to logout' link.

To change password, simply type in your new password, re-enter it in the next box and click **change my password**.

## 4. Finished!

Now you're all set! You have registered with Pūmotomoto and can make use of the collections feature.



### **Any questions?**

If you have any questions about the registering process or any other queries regarding Pūmotomoto, please don't hesitate to get in touch and we will do our best to help you out.

**Email:** [library@kinderlibrary.ac.nz](mailto:library@kinderlibrary.ac.nz)