

## How to register as a user?

1. Go to <https://q-bex.org>
2. Click on the button *Register* found in the upper right corner of the Home page.
3. Provide your first name, last name, email address (academic or professional), and agree to terms and conditions.
4. Click *Submit*.
5. You will see the message *Thank you. You will receive an email when your registration has been approved*. If the automatic filter is unable to vet your email address, a member of the Q-BEx team will have to approve your registration manually (**which might take a couple of days**).
6. You will receive an email with your username and a link to reset your password. Click on that link.
7. You will be taken to a website with a suggested password. Delete this password and set up a new one. Click *Reset password*.
8. You will see the message *Your password has been reset. Log in*.
9. Click on *Log in*. Enter your username (which has been emailed to you) and your new password. Click *Remember me* (if you wish to) and then *Log in*. A double authentication will be required.
10. You will be taken to the platform where you can create projects. Each project will contain a link to the questionnaire which you can send to your respondents. In the next section, we explain how to create a project.
11. Once you register and log in for the first time, you can access the questionnaire platform by going to <https://q-bex.org> and clicking *Log in* in the upper right corner of the Home page.