How to Register

PURPOSE

The purpose of this guide is to explain the registration process on Pae Korokī. While not necessary for searching, or using the resources on Pae Korokī, it's an additional option which you may find useful.

GENERAL CONSIDERATIONS

Pae Korokī works best in the Chrome browser.

WHY REGISTER?

By registering with Pae Korokī, 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 Pae Korokī, then it may be beneficial for you to register. Registration is free, all you need to do is enter your name, email and create a new password.
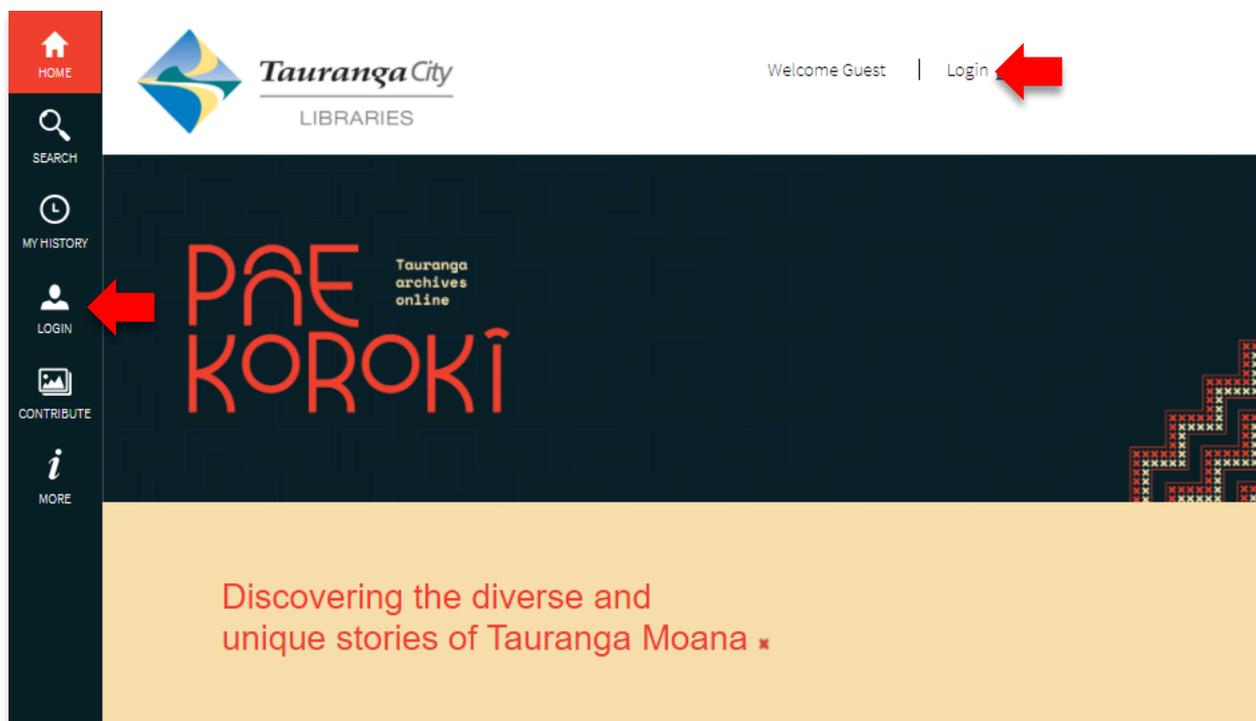
FEATURES

Creating a profile on Pae Korokī allows you to do the following:

- **Save items**: Save images, publications and archives so you can easily come back to them.
- **Create Collections**: Sort those saved items into collections. For example, you may be working on a project around a person or place. When you discover items on Pae Korokī, save them, and add them to a collection. You can create as many collections as you like.
- **Contribute**: A log-in allows you to contribute items to Pae Korokī as well as add recollections (comments) and suggest edits to items on the site.

When registering, you must provide your real name and not impersonate anyone else, including falsely representing an affiliation with another person or organisation. Your registration is your responsibility to prevent unauthorised use of your registration.

HOW TO REGISTER

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

You will be presented with the following screen.

Login here: Once you have registered, this is where you will login.

Register now: To sign up, fill in your name, your email address, confirm you are not a robot and click **Register**.
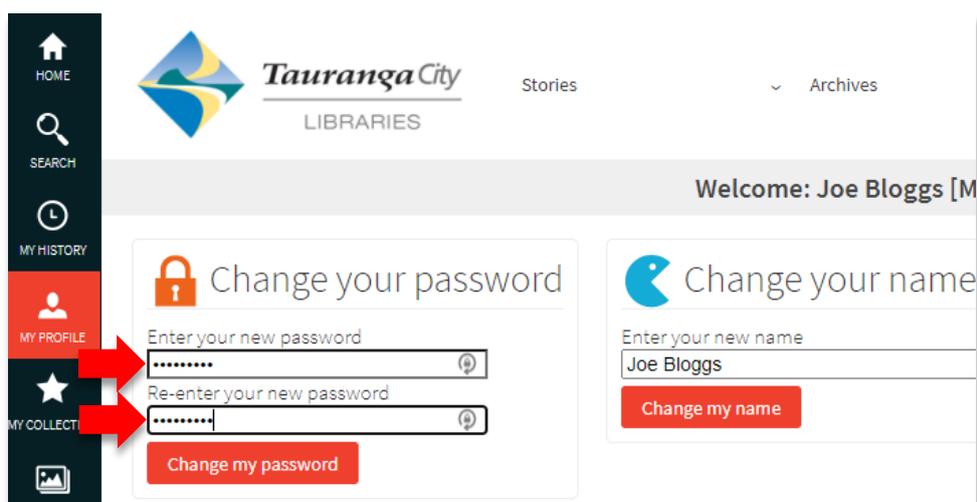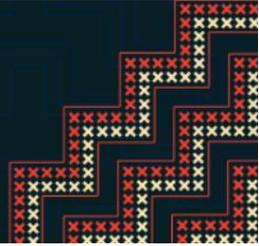
CHANGE PASSWORD

1. 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**.

2. Head back to Pae Korokī and go to **Login**. This time, type in your email and your temporary password and select login.

3. 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.

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

FURTHER ASSISTANCE

If you require assistance, please check the other online guides on Pae Korokī or contact Te Ao Mārama ki Te Papa Tauranga City Library:

Email: Research@tauranga.govt.nz
Phone: 07 577 7177