**Instructions for registering & gaining access to the IWMM:**

* To register for access to the IWMM portal, your project must be set up within the system and you must know the project code.
	+ If you do not know if the project is set up, contact the IWMM Project Coordinator (see <http://iwmmprogram.org/contacts/> for contact info)
		- Project code can be obtained from Project Leader or IWMM Project Coordinator.
		- **VERIFY WITH THE PROJECT LEADER OR COORDINATOR THAT YOUR NAME AND/OR EMAIL IS NOT ALREADY IN THE AKN/IWMM DATA INFORMATION SYSTEM.**
	+ If you think the project you wish to join is already set up in the AKN (e.g. all IWMM projects initiated before 7/1/2015 or projects using the landbird or marsh bird protocol):
		- Register by going to <https://data.pointblue.org/partners/iwmm/>
		- Enter your email address
		- If your email address isn’t found, you will get a message indicating that user account was not found.



* + - **STOP! EVEN IF YOUR EMAIL IS NOT RECOGNIZED, YOU MAY BE LISTED IN THE IWMM WITH ONLY YOUR FIRST AND/OR LAST NAME. BEFORE REGISTERING, VERIFY WITH THE PROJECT LEADER OR COORDINATOR THAT YOUR INFORMATION IS NOT IN THE AKN/IWMM.**
		- If there is NO information for you in the system, register by clicking on “here”
		- This will take you to registration page; fill out the form and click “register” at the bottom of the page.
		- You will receive an e-mail saying your registration has been approved.
	+ Once approved, you can login to the IWMM portal at <https://data.pointblue.org/partners/iwmm/>
* If there is already information for you in the system, ask the Project Leader or IWMM Project Coordinator to add a valid email address to your account.
	+ Once a valid email address is associated with your account, you may register by following the steps described above.
* If the project you wish to join is not yet setup, you will need to get the project set up before you register.
	+ To set up a project, fill out the new project request form located at <https://goo.gl/forms/lEsTV4R67bOiS2Z92>.
	+ Once the project is set up and you have the project code, follow process as above to register and gain access to the IWMM portal.
* You may only register for ONE project at a time. To request access to additional projects either contact the IWMM Project Coordinator or submit a request at <http://data.prbo.org/apps/public/index.php?page=project-request>.