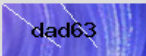


This document is a step-by-step guide to completing the HINARI online registration available at: <http://extranet.who.int/hinari/en/registration.php>. Following these simple guidelines will ensure faster response to all registrations.

Country, area or territory (must be on list to participate in HINARI)	--SELECT ONE--
Type of institution	--SELECT ONE--
Institution name in full	
Institution address	City
Institution telephone	Fax
Country Code	City Code
Website	
Please describe briefly your institution and its activities	
To which consortia (if any) does your library belong?	
Your full name	Your e-mail *
	<small>* Must be correct for us to send you the registration details</small>
Your position	Your department
Librarian name (main contact)	Librarian's e-mail
Institution Director name (official contact)	Director's e-mail
<small>* The password will be sent to your institution's Librarian/Director.</small>	
Computer department contact name (technical contact)	Computer department e-mail
How did you find out about HINARI?	--SELECT ONE--
Comments	
	
Registration Check - Please type here the 5 characters you see in the picture above: <input type="text"/>	
<input type="button" value="Send Registration"/>	

1. Before filling the online form, please make sure that you have all the needed information. Note: the more information you provide on the form, the faster we can to process your registration. If you can not fill in some valuable information or don't have enough space to provide complete explanation, send an email with the additional details to the HINARI HelpDesk (hinari@who.int).
2. If your institution is a university or professional school, before filling the form, check the list of Registered Universities and Professional Schools at: http://extranet.who.int/hinari/en/browse_institutions.php

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Registered Universities and Professional Schools By Countries, Areas and Territories

3. If your institution is already listed DO NOT REGISTER again. Ask at your Library for the access first and then send an enquiry to the HelpDesk (hinari@who.int) if necessary.
4. If your account (UserID & password) has stopped working DO NOT REGISTER again, send an email to the HelpDesk (hinari@who.int) explaining the problem.
5. Be careful selecting the correct country name. If your country is not listed it is because it is not eligible for HINARI.
6. Do not fill multiple registrations while you wait to hear from HINARI. This just slows down the processing of all registrations while we check and eliminate duplicates. If you received the machine reply, it means your registration was received correctly. You may send an enquiry to the HelpDesk (hinari@who.int) to ask about the status of your registration.
7. Avoid acronyms and spell out the complete name of institutions and departments.
8. As standard procedure, the welcome message to HINARI will be sent to the Director and Library contact. If you are registering on behalf your institution, alert them that they will receive an email from the HINARI registration automatic system if the registration is approved.
9. With the welcome message to HINARI, the Director and the Library Contact will receive a Licence Agreement. Encourage them to fill and sign and return quickly after receipt.

The HINARI Team

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