



Instructions for:

# Creating a new profile in the NextGen Database

Version: 1.1

# Create a New Profile in the NextGen Database

This is a unique searchable database of researchers from Canadian universities, colleges, research institutes, think-tanks and civil society organizations – all working on issues related to global and national sustainable development. The NextGen Database also maps areas of research to the 2030 Agenda and the SDGs. It identifies how researchers in Canada contribute to the implementation and understanding of the SDGs. Find researchers or practitioner-researchers to collaborate with!

Follow the instructions below to create a new user account and add your profile to the NextGen Database.

**Please note:** these instructions assume a profile has not already been created for you

## Step 1: Visit the NextGen Database Website

To begin, visit the NextGen Database Website by following the link below.

<https://nextgendatabase.ca/>



## Step 2: Register and Create a New Login

Click on the “Register” button

[Sign in](#)[Register](#)

Complete the registration form and create a new login by entering an email address and a password and selecting the “Sign Up” button.

**Register**

Create your NextGen Database account to add a new profile or edit an existing profile within the database

Email

Enter Email

Password (6 characters minimum)

Password

Confirm password

Confirm Password

Register

NextGen Database

Home

About

Français

© 2017 - 2019 Canadian Council for International Co-operation (CCIC) | Canadian Association for the Study of International Development (CASID)

## Step 3: Confirm your email address

Before you can create a new profile, you must confirm your email address.

The system will send you an email at the email address you used to register. This email will contain a confirmation link. Please click on the link to confirm your email address.

When you are in the system, before your email address is confirmed you will be presented with a message asking you to confirm your email address.

**Please note:** the email may be in your Junk or Spam folder. Please check those folders.

## My Account

Welcome: a@k.com

### Profile Information

Welcome to the NextGen Database

You are required to confirm your email address before you can claim or create a new profile

An email has been send to your email account. Please click on the link provided to confirm your email address.

Please check your Junk folder as sometimes the email can end up there.

Once your email address is confirmed please sign back in and you will have the option to create a new profile or claim an existing profile

### Step 4: Click the confirmation link in the email

When you click on the link in the confirmation email it will take you directly to the My Account screen.

Now that your email address has been confirmed, you will have the options to claim an existing profile or create a new profile.

## My Account

Welcome: a@k.com

### Profile Information

You currently have no public profile. Follow the instructions below to add yours.

#### Step 1 - Check if your profile was created for you

Search for your name

Search for your name

Request Profile Ownership

#### Step 2 - Don't see your name?

Create a new profile by clicking the button below

Create New Profile

### Account Information

Account Email:

a@k.com

Account Password:

\*\*\*\*\*

Edit your account email or password

## Step 5: Click the “Create New Profile” button

To create a new profile, we just need to click on the “Create New Profile” button to launch the new profile screen.

### Step 2 - Don't see your name?

Create a new profile by clicking the button below

Create New Profile

## Step 6: Fill in your profile details

Fill in your profile details and hit “Create Profile” at the bottom of the page.



My Account

Log out

## New Profile

### Contact Information

Name Prefix

First Name

Middle Name

Last Name

Email

Website

Phone number


Twitter Web Address

LinkedIn Web Address

Academia Web Address




## Step 7: Complete – Your profile is now live


Your new profile will now be live and searchable.





[My Account](#)[Log out](#)

Dr. David Thomas



No email provided

No phone number provided

No website provided

Research

SDGs:

- Quality education (4)
- Decent work and economic growth (8)
- Industry, innovation and infrastructure (9)
- Responsible consumption and production (12)
- Climate action (13)
- Partnerships for the goals (17)

Sectors:

- Education
- Political economy