



**Level:** Beginner  
**Works with:** All  
**Updated:** 16-Oct-2000

by  
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Get the most out of Notes.net by registering with us! Of course, you can still access our site as an anonymous user—we only require you to register if you want to:

- Participate in our discussion forums in the Iris Cafe.
- Download our beta software (when it's available).
- Rate applications in the Iris Sandbox.

(Note that our registration is completely free—there is no charge to sign up.)

Our main goal is to make registration quick and painless. With this in mind, our registration application allows you to:

- Request a new password if you've lost or forgotten your password.
- Recover your username if you've lost or forgotten it.
- Update your account with a new password.
- Subscribe to receive notifications about site updates, new downloads, and/or new articles in *Iris Today*.
- Enter your profile information and choose what pieces of your profile to make public to others in the discussion forums.

This article walks you through the steps involved for registering on Notes.net. If you're already registered on the site, you'll find out how you can request a new password if you've lost or forgotten your password, and how you can update your registration information.

**Note:** The full trial versions of Notes/Domino, available on our [Download page](#), are downloads hosted by [Lotus.com](#), not Notes.net, and require you to have a separate [Lotus Web Membership](#). Software updates (a.k.a QMRs/QMUs or Incremental Installers) are free from Notes.net and do not require any registration.

## Registering for the first time on Notes.net

As you can see on the main [Notes.net Registration page](#), we've organized the registration application into two main areas: registration for new users (those who have never registered on Notes.net), and registration for current users (those who have previously registered on Notes.net).



**Note:** A reverse lookup may fail if you are accessing the site through a corporate firewall that does not broadcast your information. Please contact your administrator about this issue.

Use the following steps to register:

1. Click the Register Here! button from anywhere on the Notes.net site.
2. On the main [Notes.net Registration page](#) under New Users, click "New Registration."
3. On the Step 1 screen, enter your first name, middle initial (optional), and last name to create your Notes.net username. Then, click Continue.

At this point, our Notes.net registration application verifies that you have entered a unique username. If the name is already in use, an error page displays. Click the link to re-enter your username. This time, try to enter a variation of your name. For example, if your name is Tom Smith, try Tom A. Smith or Thomas Smith.

4. On the Step 2 page, enter your e-mail address and phone number (required), your profile information, password choice and challenge word, and site update notification choices. You can also choose what profile information you want to make public to other people in our discussion forums. (After registering, you can update your profile at any time.)

**Note:** All registration information is confidential, and for use only by Lotus and Iris. We do not sell or give your information to any outside sales, marketing, or mailing lists. We require a valid e-mail address so that we can send you a confirmation message.

We do use the information internally for our own Lotus marketing and sales departments, unless you check the box on your registration profile that says "Please do not use the information collected here for future marketing or promotional contacts or other communications beyond the scope of this transaction."

5. Click Continue.

A response page displays that thanks you for registering on Notes.net, and lets you know that you should receive a confirmation message within two to three hours. The confirmation message contains your Notes.net username and password. Your account isn't active until you receive this confirmation message. In the meantime, you can continue to browse the Notes.net site. If you don't receive the confirmation message, please let us know via our [feedback form](#).

## Requesting a new password

You can request a new password if you've lost or forgotten your password. We just need your Notes.net

username and e-mail address. Then the registration application can reset your account and automatically send you a message with a new password. The password will be randomly generated. Once you have that new password, you can click the "Update your registration" link, authenticate with the random password, and update your account with a new password that you can remember.

Use the following steps to request a new password:

1. Click the Register Here! button from anywhere on the Notes.net site.
2. On the main [Notes.net Registration page](#) under Current Users, click "Forgot your password?"
3. On the "Forgotten Password Request" page, enter your username and e-mail address. (Your username is comprised of your first name, middle initial (if provided), and last name. Your e-mail address should be the same one that you originally registered with.)

**Note:** If you don't know your username, see the following "Recovering your username" section of this article.

4. Click Continue.

A response page displays that states that your password request has been successfully submitted, and that you should receive a confirmation message within two to three hours. The confirmation message contains your Notes.net username and new password. If you don't receive the confirmation message, please let us know via our [feedback form](#).

## Recovering your username

If you happen to forget your Notes.net username, Notes.net registration allows you to have your username sent to you. We just need to know your e-mail address. Then the registration application can automatically send you a message with your username.

Use the following steps to recover your Notes.net username:

1. Click the Register Here! button from anywhere on the Notes.net site.
2. On the main [Notes.net Registration page](#) under Current Users, click "Forgot your username?"
3. On the "Forgotten Username Request" page, enter your e-mail address. (The e-mail address should be the same one that you originally registered with.)

**Note:** If you don't know your original e-mail address, please use our [feedback form](#) to submit your Forgotten Username Request.

4. Click Continue.

A response page displays that states that your username request has been successfully submitted, and that you should receive a confirmation message within two to three hours. The confirmation message contains your Notes.net username. If you don't receive the confirmation message, please let us know via our [feedback form](#).

## Updating your registration information

Finally, if you're a current Notes.net user, you can update your registration information. You can update your account if you would like to receive notifications about site updates, new downloads, and/or new articles in *Iris Today*, or if you want to change your profile information.

Use the following steps to update your Notes.net registration information:

1. Click the Register Here! button from anywhere on the Notes.net site. On the main [Notes.net Registration page](#) under Current Users, click "Update your registration."

Alternatively, you can click the "Edit My Profile" link within the discussion forums.

2. In the dialog box that appears, enter your Notes.net username and password.
3. On the "Updating Registration" page, update your profile, password or challenge word, and/or site update notification information. Notice that your new password must have at least six characters.

The screenshot shows the 'Updating Registration' page for a user named 'Joe User'. At the top, there is a navigation bar with links: Home, Download, Site Teaser, Iris Cafe, All About Domino, My Software, and Site Library. Below the navigation bar, the page title is 'Updating Registration: Joe User'. A note states: 'The fields marked with an asterisk\* are required to complete this transaction; all other fields are optional.' There is a 'Your Privacy' link. The main section is titled 'Profile' and includes a sub-header: 'Your profile is your personal and address information.' To the right of this sub-header is a checkbox labeled 'Make public to others in discussion forums?'. The form contains several fields with radio buttons for 'Yes' and 'No' next to them:

Username*	Joe User	
Title	Notes Developer	<input type="radio"/> Yes <input checked="" type="radio"/> No
E-Mail Address*	myname@scme.com	<input checked="" type="radio"/> Yes <input type="radio"/> No
Phone number*	555-555-1234	<input checked="" type="radio"/> Yes <input type="radio"/> No
Expertise	JavaScript, administration	<input type="radio"/> Yes <input checked="" type="radio"/> No
Company / Organization	Lotus	<input type="radio"/> Yes <input checked="" type="radio"/> No
Address 1:		<input type="radio"/> Yes <input checked="" type="radio"/> No
Address 2:		<input type="radio"/> Yes <input checked="" type="radio"/> No

4. At the bottom of the page, click Submit.

A response page displays that states that your account update has been successfully submitted, and that you should receive a confirmation message within two to three hours. The confirmation message lets you know that your Notes.net account has been successfully updated. If you don't receive the confirmation message, please let us know via our [feedback form](#).