

## **Researcher Guide**

# (A) Researcher Registration

1. Click "Sign In" on top right of the home page.



# 2. To register as a new user, please click "Create Account".

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Sign In Your Email					
Password Forgot your Password ?					
Sign In By continuing you agree to the Terms and Conditions					
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3. Please fill in your as email, which will be used as your user name.

(Remark : your email will be your user name, therefore please use the email you have access)

# 3.1. Click "Get Verification Code" to get the pin verification. A verification code will be sent to your email as a verification process.

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Email Verification Your Email Cancel Get Verification Code					
Terms & Conditions Feedback FAQs © 2020 The National Archives Myanmar., All Rights Reserved.					

3.2. You will receive a verification code in your email as shown below.

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Dear <b>check, the cover general.com</b> , Here is your email verification code 698117.
Best Regards, NAIS Team
Reply Forward

3.3. Please enter your verification code as shown.





**3.4.** Please fill in your researcher information for registration.

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3.5. After you have finished registration, your application will be verified by the National Archives Department. After verification, you will get approval as a Researcher, and your researcher application is successful.

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#### 2. Log in as a Researcher

Please log in with your registered email and password to the web site.

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## 3. Searching for Records and Archives

- 3.1. Click "Discover Archives -> Archives Online " menu item.
- Type the subjects and keywords you are desired to find in the field "search online".
- If you want to narrow your search within a year, enter "start year end year" (optional)





- 3.2. Below example shows the search result of the search for keyword "shan".
- A total of (675) records were found relating to the keyword.

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	Author:   Date: 1946 - 1946	
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# 4. Purchasing Records and Archives

- 4.1. You can purchase each records by clicking each search result titles.
- Click "Buy Now" to purchase immediately.
- If you want to choose archives first, and then buy later, click "Add to card".

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4.2. The items you have chosen to purchase will be inside your "shopping cart".

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- To purchase the selected files, click "checkout".

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### 4.3. MPU e-commerce payment process

- To purchase with MPU, you will be redirected to the MPU Payment processing page .

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- To be able to use your MPU Card for e-commerce purposes, you will be needed to register for e-commerce application at your MPU issuing bank.
- To pay with MPU card -
  - Card Number -> your MPU Card number
  - Expire Date -> your MPU Card expire date
- Click "Get OTP" and OTP code will be sent by MPU to your MPU e-commerce registered email (or) phone number.
- Please enter the received OTP code.
- Confirm.
- If the information are correct and you have balance, amount will be deducted from your account, and you can download your purchased items.



- 4.4. Downloading your purchased items.
- If you have logged in with your ID, under your profile -> "My Items" your purchased items can be found.
- You can download your items as many times you like.

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