Greetings Workshop Participants,

We have created a mock Symbiota portal for the purposes of this workshop. Zack Murrell and the kind folks at Appalachian State University have graciously provided server space to make this possible. The portal should be accessible through any browser running on any OS. I have created a user account for each of you and I have also created a collection profile based on the contact information you have provided. Each of you should have full administrative privileges of your personal profile (which includes email, institutional affiliation, etc) as well as your collection's profile (which includes institutional acronym, geographic coordinates, web site url, etc.). Note some institutions have multiple users participating in this workshop. In this case, each of those users has permission to edit the same collection.

I have only included the most basic information thus far and I'm sure the institutional acronyms are not correct (for most). Thus, in preparation for the workshop you might consider logging in and editing some of your profile information. To do so navigate your browser to:
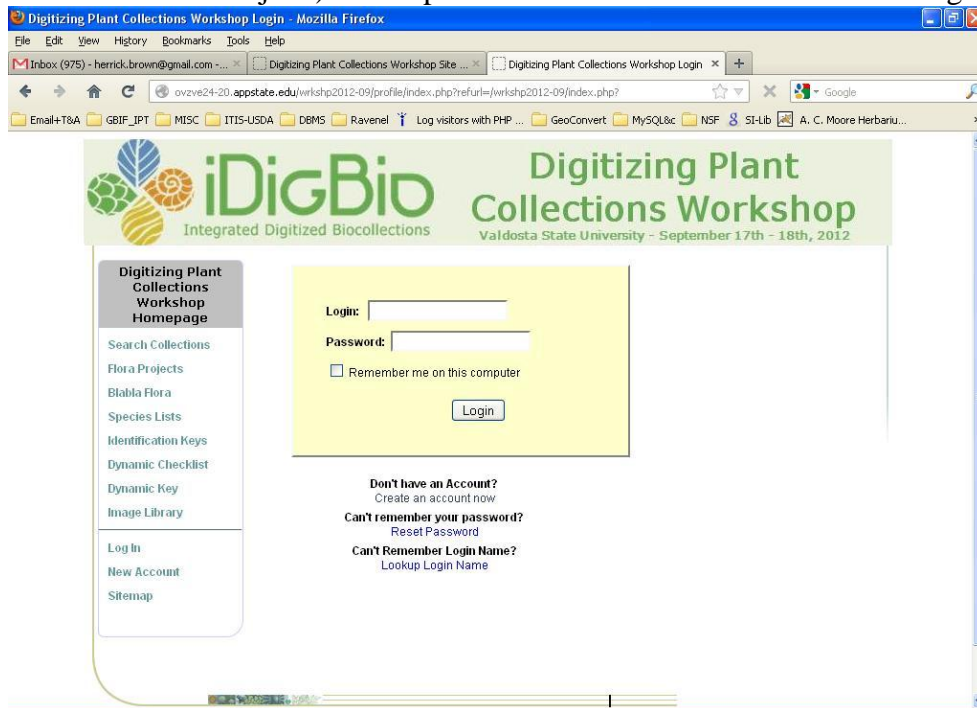http://ovzve24-20.appstate.edu/wrkshp2012-09/index.php

Home Page:
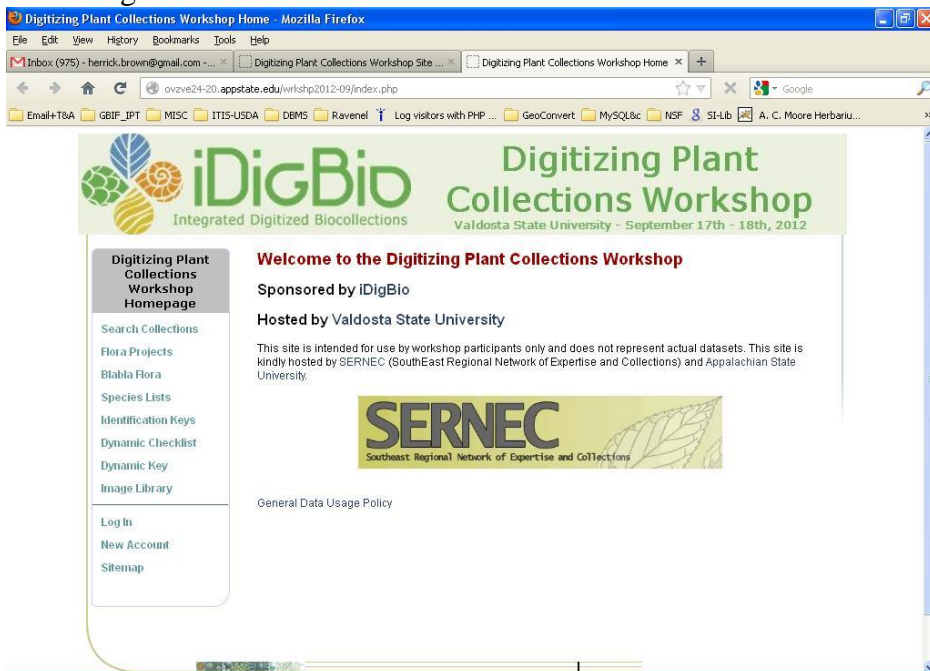
Login and Personal Profile Edits:

In the left hand menu, click on 'Log In'. Enter your user name and password. Your user name is a combination of your first initial followed by your last name, all one word, all lower case (e.g. John Doe would be jdoe). Your password is **welcomeVSU**. Click the Login button.


You should see your name appear in the left hand menu. You can now edit your personal information by clicking on 'My Profile'.
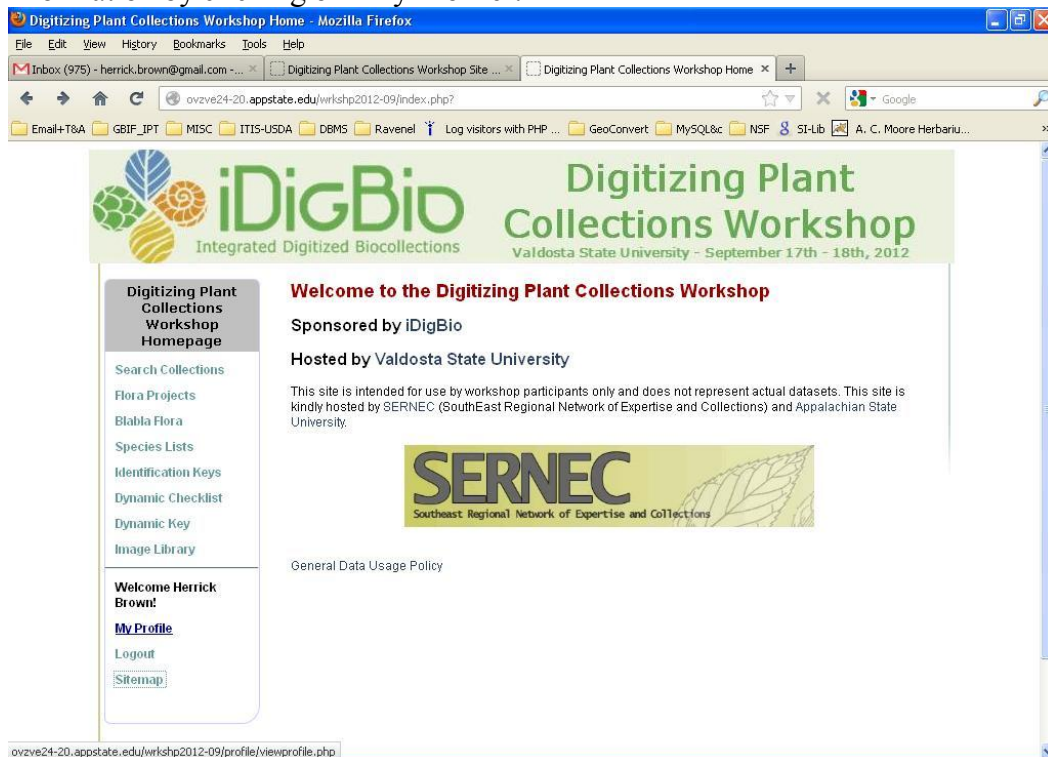
Verify your personal information by navigating to the Profile Details tab. Be sure to check that your email address is correct as this will be used in case you forget your password.
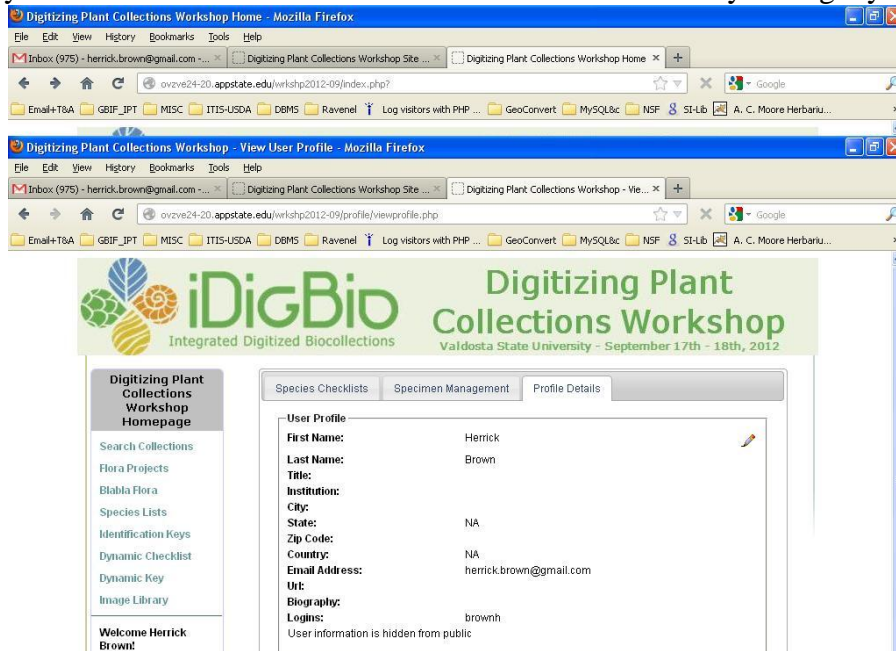
To make any edits including changing your password from the default, click the pencil icon in the upper right hand corner while in the Profile Details tab.
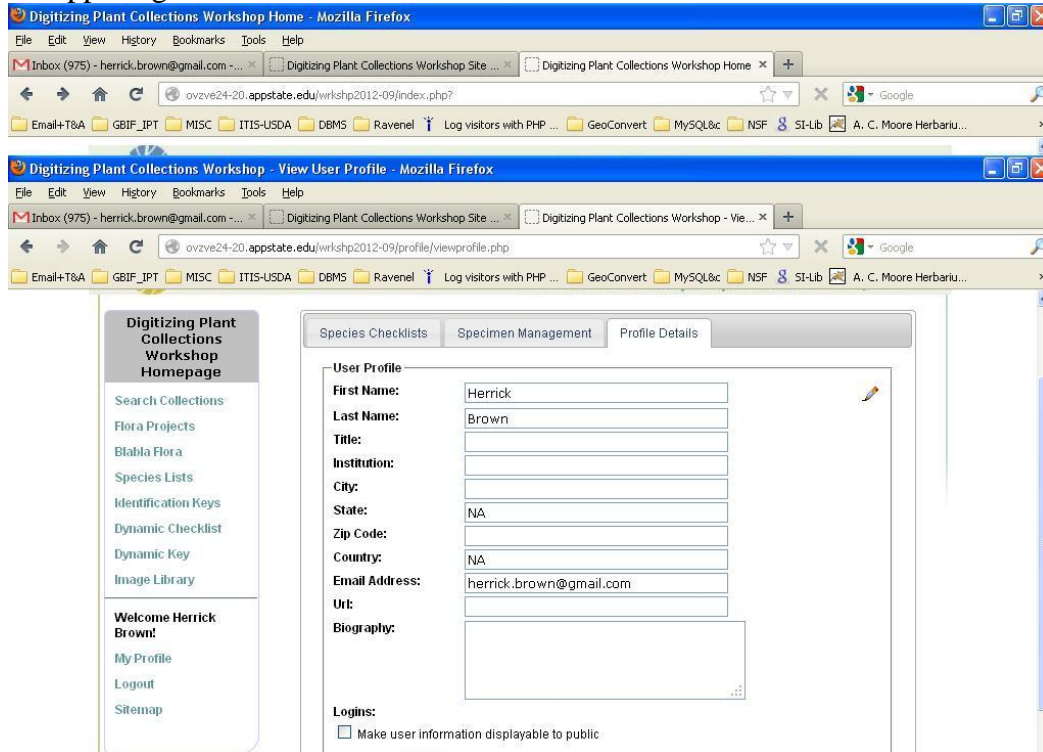

Be sure to click 'Submit Edits' to finalize your changes.

Collection Profile Edits:

Once you have edited your personal information, you can begin editing your Collection's Profile. While still logged in, click on the 'Sitemap' in the left hand menu.

On the next screen you will probably need to scroll down to a point where you see the bulleted text that reads, "**List of collections you have permissions to edit**". Beneath this text you should see your institution (as supplied for the purposes of this workshop) as a hyperlink. Note that some institutions have multiple participants attending the workshop, so don't be surprised if a colleague edits the same collection. Verify that the appropriate collection is displayed. If you do not see your collection or the incorrect collection is displayed please contact me at brownh@dnr.sc.gov. Otherwise, click on the hyperlink for your collection.
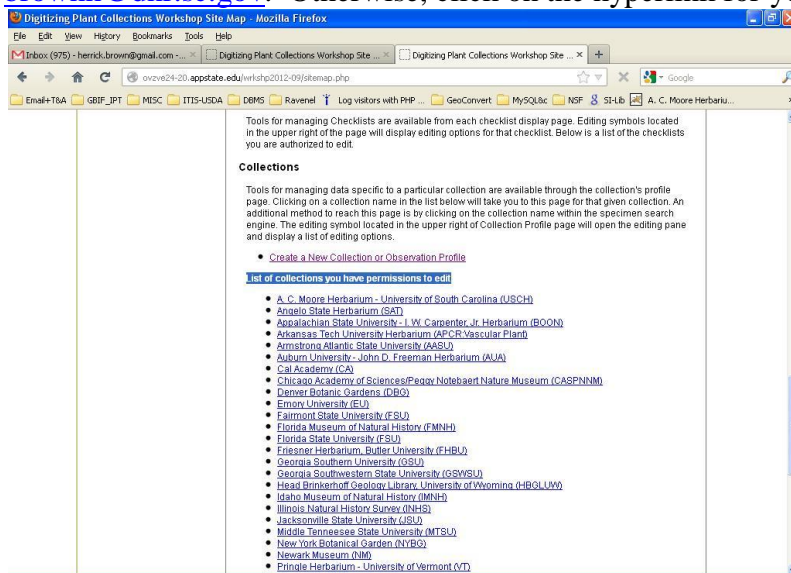
You should then see a screen with a variety of management options related to your collection. Under the bulleted text that reads, '**Administrative Functions**', click the link that reads, '**Edit Metadata and Contact Information**'. You should then see fields where you can provide the correct institutional acronym, include a web site url (including http:// at the beginning) and provide a brief description of your collection. To add the geographic coordinates of your collection, you can click the small globe icon and drop a pushpin on the map and then submit coordinates.
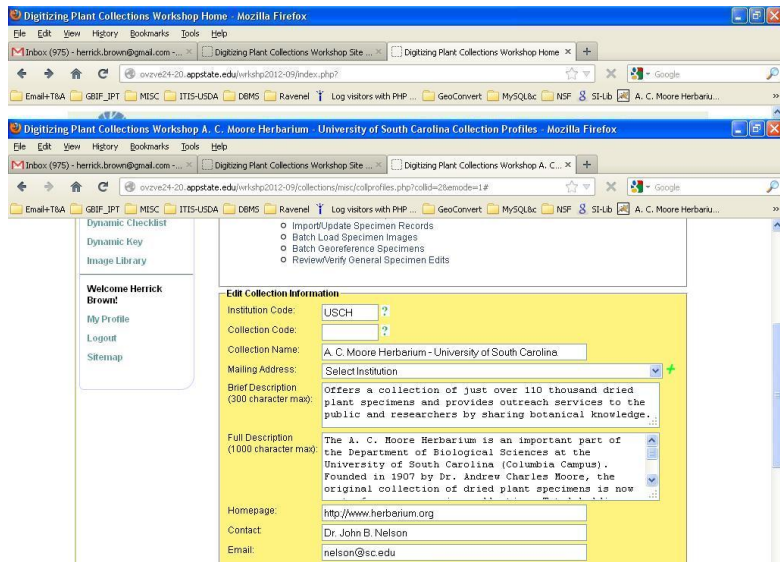
Be sure to click 'Submit Edits' to finalize your changes.

This should get us started. We'll cover these features and much more at the workshop. Again, if you have any issues with the login before the workshop, please contact me at brownh@dnr.sc.gov.

Thank you,
Herrick Brown