

# Accessing Workshop Materials on HydroShare



1. CREATE A  
HYDROSHARE  
ACCOUNT



2. COMPLETE USER  
PROFILE



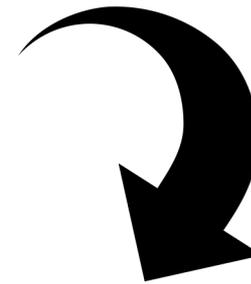
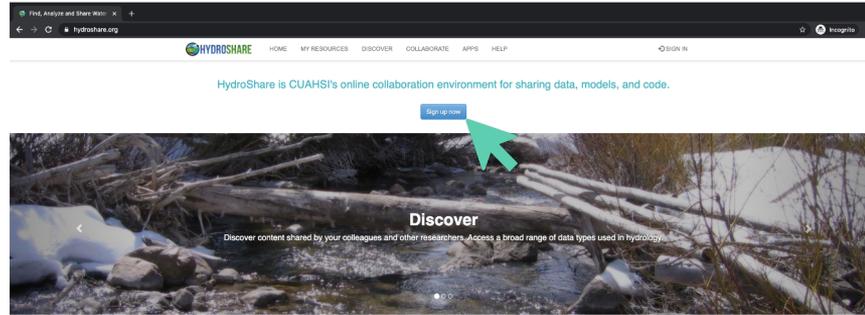
3. REQUEST ACCESS TO  
WORKSHOP GROUP



4. ACCESS SHARED  
MATERIALS

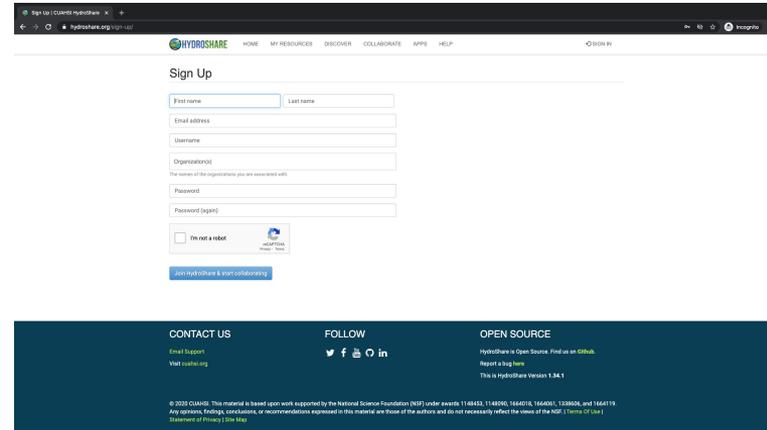
# Create a Hydroshare Account

- 1) Go to [hydroshare.org](https://hydroshare.org)
- 2) Click Sign up now
- 3) Enter information
- 4) Activate account via the link sent to your email



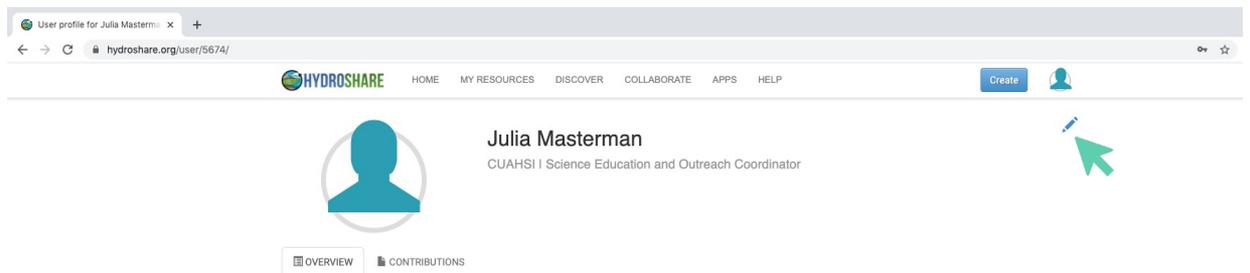
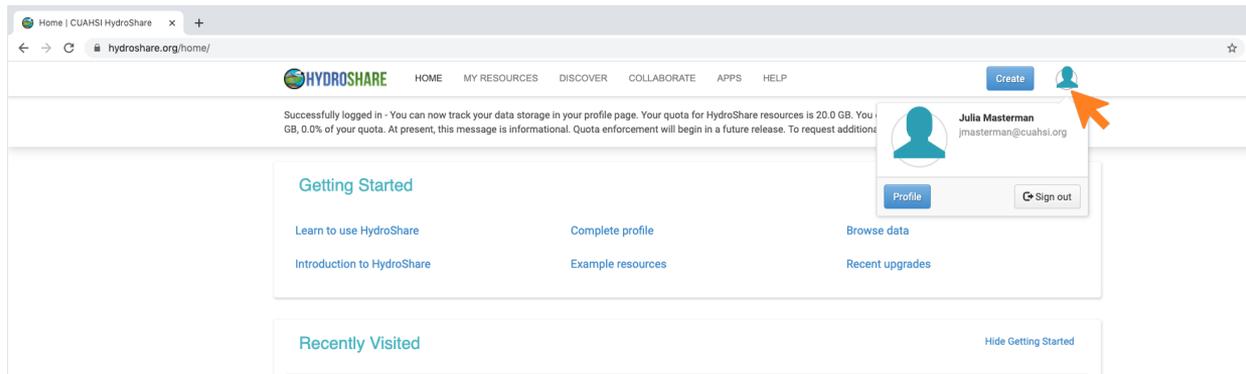
## How it works

1. **Create data**  
Collect your data using the same methods you use now. HydroShare supports a broad set of hydrologic data types.
2. **Upload to HydroShare**  
Upload your data files to HydroShare through the web user interface. HydroShare will automatically extract as much metadata as it can from the files you upload.
3. **Describe with metadata**  
Use HydroShare's simple metadata entry forms to finish describing your data so that your colleagues can find, access, and reuse it.
4. **Share with colleagues**  
Choose who has access to the data and models you have uploaded to HydroShare. You can share with individual users or make your resources public for everyone to access.
5. **Permanently Publish**  
Obtain a Digital Object Identifier (DOI) for your work on the easily cited, reference-ranked journal publications in your metadata.



# Complete User Profile

- 1) Log in
- 2) Go to profile
- 3) Click the pencil to edit
- 4) Enter information
- 5) Save changes



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The screenshot shows the 'User profile for Julia Masterman' page on the HYDROSHARE website. The browser address bar shows 'hydroshare.org/user/5674/'. The page has a navigation bar with 'HOME', 'MY RESOURCES', 'DISCOVER', 'COLLABORATE', 'APPS', and 'HELP'. A 'Create' button and a user icon are in the top right. A notification at the top says 'Your profile has been successfully updated.' Below this is a warning: 'Information entered here may be publicly visible. Do not enter information that you want to keep private.'

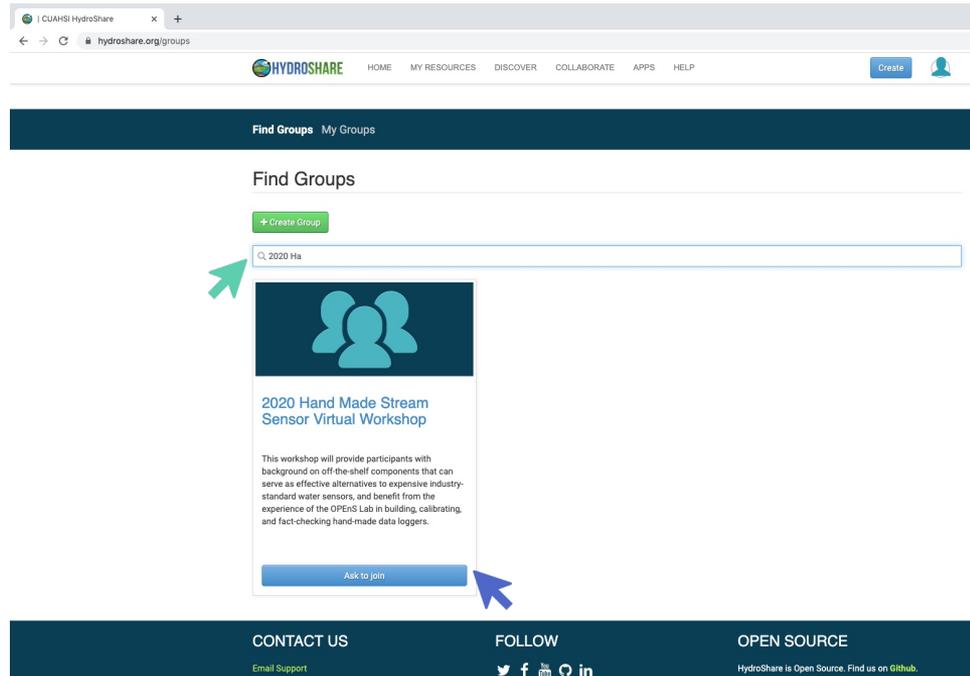
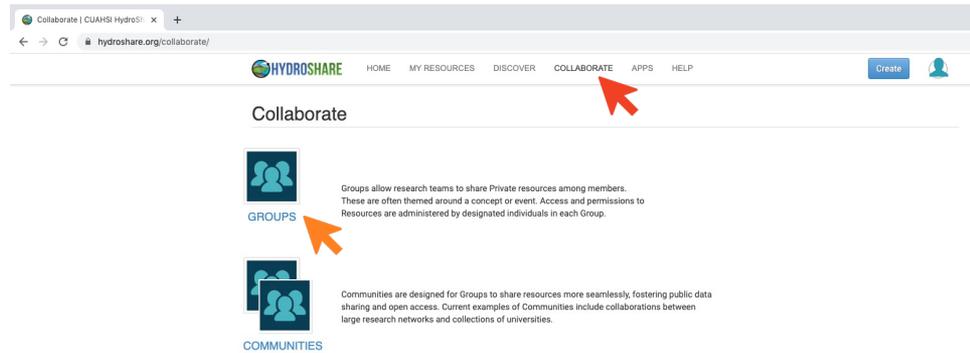
The profile editing form includes:

- First name \***: Julia
- Middle name**: (empty)
- Last name \***: Masterman
- Organization \***: CUAHHSI (with a close button 'x') and 'Organization(s)'
- Title**: Science Education and Outreach Coord. (with examples: Assistant Professor, Program Director, Adjunct Professor, Software Developer)
- Subject areas**: Science Communication, Biogeochemistry, Water Management
- Opt out of receiving system announcement emails**: checked
- Add a CV**: Browse...

At the bottom right, there are 'Cancel' and 'Save changes' buttons. A blue arrow points to the 'Save changes' button. The page also shows a 'Recent Activity' section with a post by Julia Masterman and an 'About Julia' section with a description.

# Request Access to Workshop Group

- 1) After signing in, click **COLLABORATE**
- 2) Click **GROUPS**
- 3) Search for “Carbonate Critical Zone RCN”
- 4) Ask to join
- 5) Your request will be approved by group admins



# Access Shared Materials

- 1) Once approved, return to the groups page
- 2) Click My Groups
- 3) Go to Carbonate Critical Zone RCN

