

Exercise 1: Signing up

If you already signed up and set up a profile in Data Basin, you may skip this exercise.

DOI Employees:

If you previously signed up in Data Basin and set up an account, you should have used your DOI email address when establishing your account settings. If you did not (or want to check), you will need to: 1) sign in to Data Basin (databasin.org), and, 2) navigate to “View & Edit Profile” (upper right), and change your account setting email address to your official DOI email address (e.g. name@fws.gov). This will enable you to access proprietary or sensitive data hosted in federal ScienceBase.

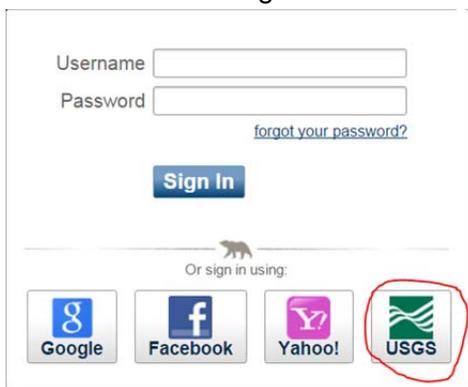
Non-DOI Employees:

Normally, a non-DOI users should send an email to sciencebase@usgs.gov to request an account be set up in their name. Please include first/last name, email address, and the name/contact info of the federal Community Manager that is authorizing your access.

For the purposes of this training, and if you do not have a DOI username (e.g. state, local, or non-governmental partners), contact instructors for assistance with setting up an account in ScienceBase.

New DOI Users: “sign up” with Data Basin:

1. Navigate to *databasin.org* using your Google Chrome browser.
2. Select “Sign In” in upper right of window.
3. Select the USGS logo in the lower right:



4. This will redirect you to USGS Authentication login screen login window. Login using your normal active directory username and password credentials.
5. **After** you have logged in, you will automatically be redirected back to **Data Basin** where you should finish entering your basic profile information about yourself such as your organization, job title, tags, etc. Click **submit** to finish.

For Normal Use of Data Basin:

6. EVERYTIME you access Data Basin, and as a rule of thumb, ALWAYS “sign in” by selecting the **USGS logo** and log in using your active DOI username and password credentials. **As a rule of thumb, always use your Google Chrome Browser when using Data Basin.**