Account setup

1. Go to http://mygeohub.org/register and create a new account by filling out the online registration form.
2. A confirmation email will be sent to the email address registered with your new account. Click on the activation link in the email to activate your account.
3. Login MyGeoHub at http://mygeohub.org/login and your dashboard page will be loaded after login.
4. Click on “Add Modules” button at the top right corner of the page and select the modules your want to display at the dashboard. Commonly used modules include “My Groups”, “My Sessions”, “My Projects”, “My Tools”, “My Tickets”, and “resources”.

Start iData

1. Go to http://mygeohub.org/idata to load the iData application. It starts with “My Datasets” page that shows all the datasets created by the current user. Clicking on the link “Go to Other Datasets” at the top will switch the display to list all the datasets created by other users and shared with the current user.

Create a Dataset

1. To **create** a new dataset, click on “Create Dataset” button at the top menu bar, and enter the name and description of the new dataset.
2. Mouse over the row of the newly created dataset and three buttons will show up in the “Options” column: Info, Share, and Delete.
3. Click “**Share**” and a pop up window shows up. Configure which group(s) to share this dataset with and under what permission by clicking on the corresponding radio buttons. Click “Save” and then close the popup window.

Upload Files

1. Double click on the name of the new dataset to browse the data in the dataset. It is currently empty. Note that the list of enabled buttons at the menu bar change when the page switches.
2. Click the "**Upload**" button at the top menu bar. Click "Browse" to select one or multiple data files from your local machine to upload. Note there is currently a limit on the total size of the data, total number of data files, and filename. To get good performance, it is currently recommended to upload data that is less than 1 GB. More efficient upload mechanisms will be provided soon to support large file upload.
3. Click the "Create Folder" button if you need to have subfolders inside the dataset.

View/Update Metadata

1. Click on the name of an uploaded file to display its **metadata** form. Some metadata are automatically generated. Click on any of the text fields to add/update metadata. Click "Add Field" to add new metadata fields.
2. Click "Save Changes" and then click "Folder" to return to the dataset page.

Other Functions

1. **Preview** function is available for some data formats (shapefile, geotiff, jpg, png, pdf, txt, prj, netCDF, csv, etc). Click on "Preview" button to take a quick look at the data.
2. Some data are associated with tools that can work on the specific data type. For such data, a button will show up under the "**Tools**" column on the right hand side of the file listing in the data page. Click on the tool button will launch the corresponding hub tool with the file preloaded into the tool.