THE GLOBE PROGRAM

Global Learning and Observations to Benefit the Environment

New GLOBE Overview for General User

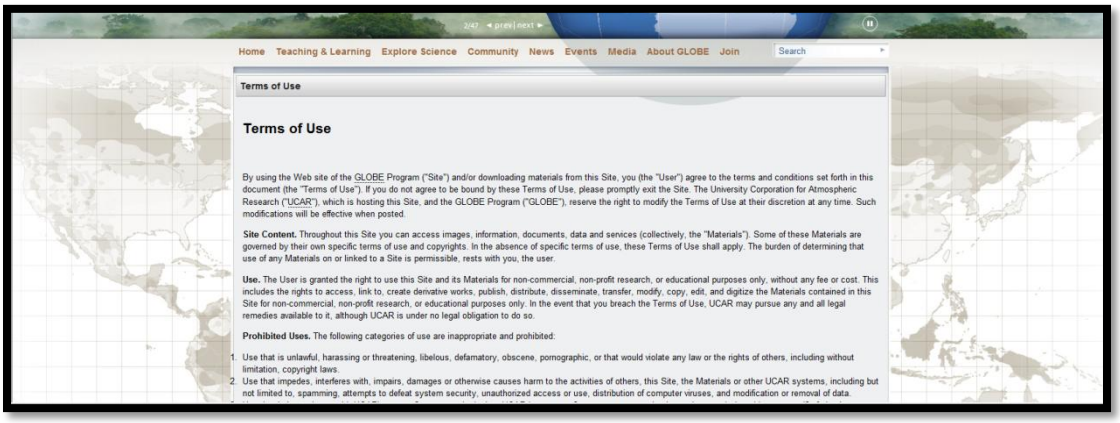
This document serves as a general overview of the New GLOBE Website. If you have any questions, please contact the GLOBE Help Desk at help@globe.gov.

How to Log-In & Change Password

Go to www.globe.gov and use the "**Log In**" link located in the upper, right corner.

Use your email address and password (provided to you in via email) and use the "**Sign In**" button.

Accept the Terms of Use by selecting "**I Agree**" at the bottom of the page.

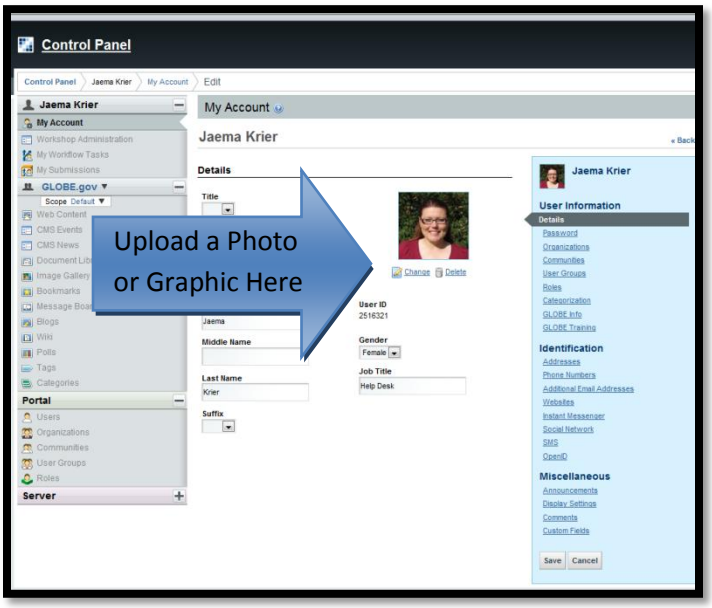


Access your account by selecting your name in the upper, right corner of the page.
Note the "Sign-Out" link is also located here when you are ready to leave the site.

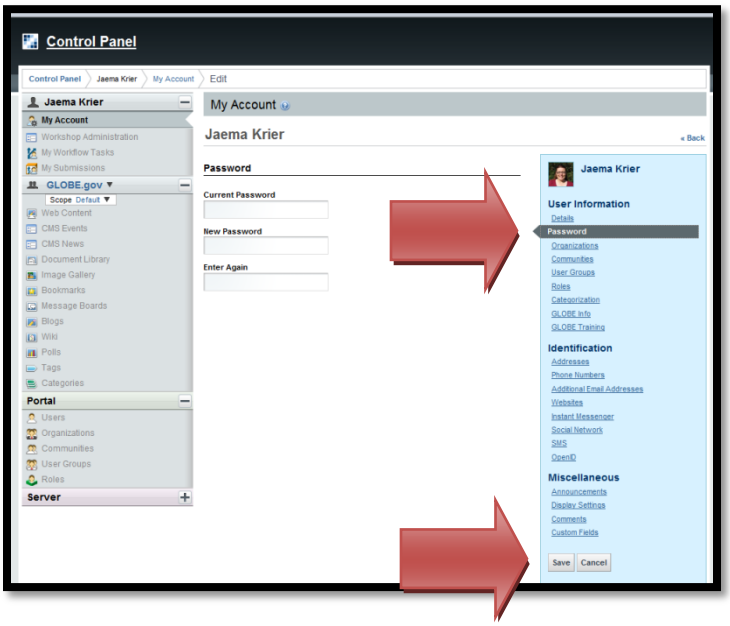
You will be directed to your personal account/profile where you can manage your contact information. Use the "Password" option in the blue menu on the right-hand side of the page to change your password to something unique. See the next page for screen captures. *Note that the Help Desk cannot see the password you select. If you forget your password, use the "Forgot Password" link on the sign-in page or contact the Help Desk and they can assist you with resetting it.*

Using the blue menu options on the right-hand side, you can view your assigned organizations, communities and other details. Edit your contact information as needed, being sure to use the "**Save**" button when you are finished. If your organizations change, please contact the Help Desk for assistance in updating this information.

Personal Profile Page



Change Password Page

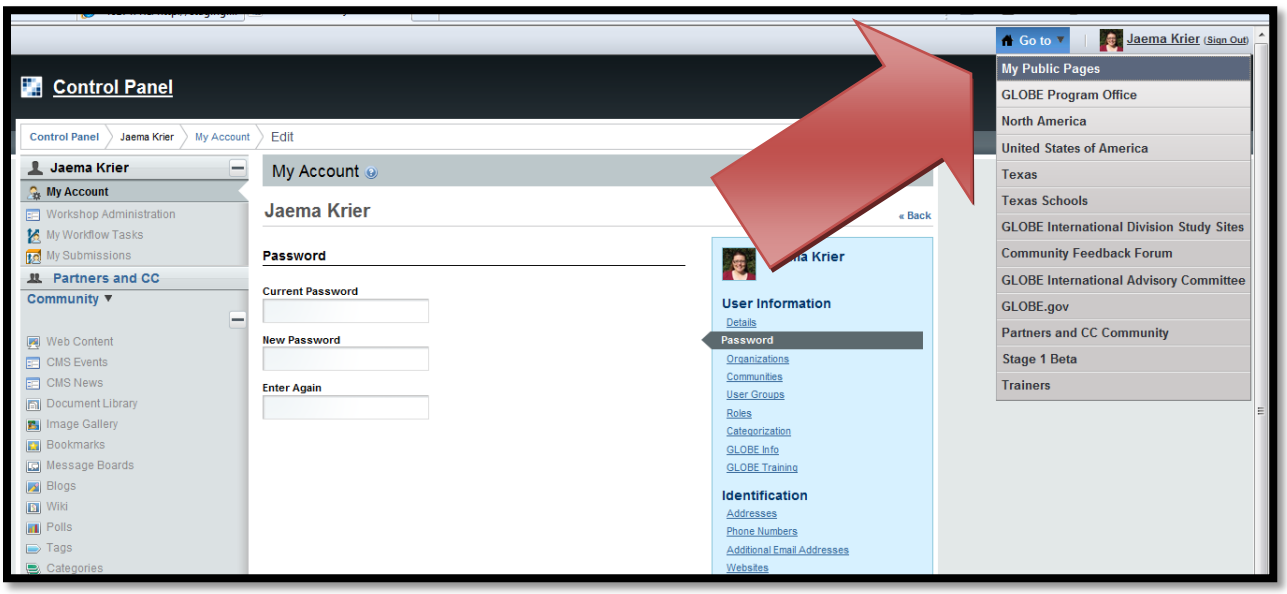


Accessing Your "MyPage" and Organization Profile Pages

In the upper, right corner each User has a "**Go To**" menu. This menu includes Quick Links for your Organizations and Communities. Each User's menu is unique to them. This menu is the fastest way to navigate to your most frequently used pages.

Each User is assigned a "MyPage" which is where you can record your GLOBE activity and data measurements.

Use the "**Go To**" menu and select "**My Public Pages**"

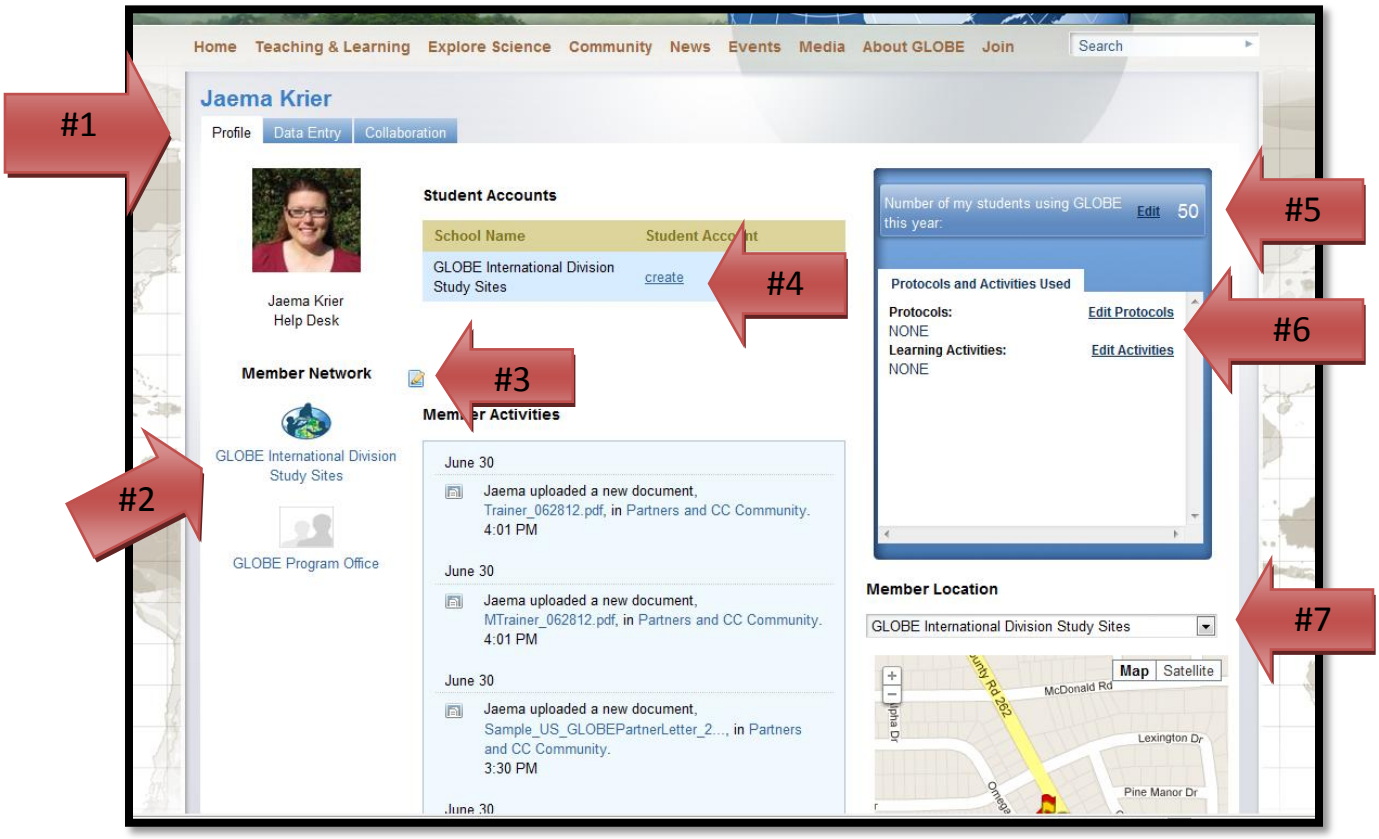


Each MyPage varies slightly based on the User's affiliations with GLOBE. The main areas to explore are the following (see red arrows below):

1. Three tabs
    a. Profile – A summary of your GLOBE activities and affiliations.
    b. Data Entry – Where you can enter and access your data.
    c. Collaboration – Where you can communicate with other GLOBE members using your "Wall". Note you can "Friend" other users by visiting their profile pages.
2. Member Networks – Again, this varies for each User. Selecting the link will take you to that Organization's Profile Page for more information.
3. Content Editing Tools – A personal message can be added to your page. Add a "Welcome" or a brief history about your GLOBE accomplishments.
4. Student Accounts - Allow your students to have their own sign-in. These are accounts with limited capabilities which allow you to monitor and manage their activities.
5. GLOBE Student information – Edit yearly to reflect the change in classroom size.
6. Protocols and Activities Used – Select the items you utilize in your GLOBE implementation.
7. Google Map – If you have multiple locations, select from the drop-down menu to display.

Note your photo and title can be edited as described on the previous page.

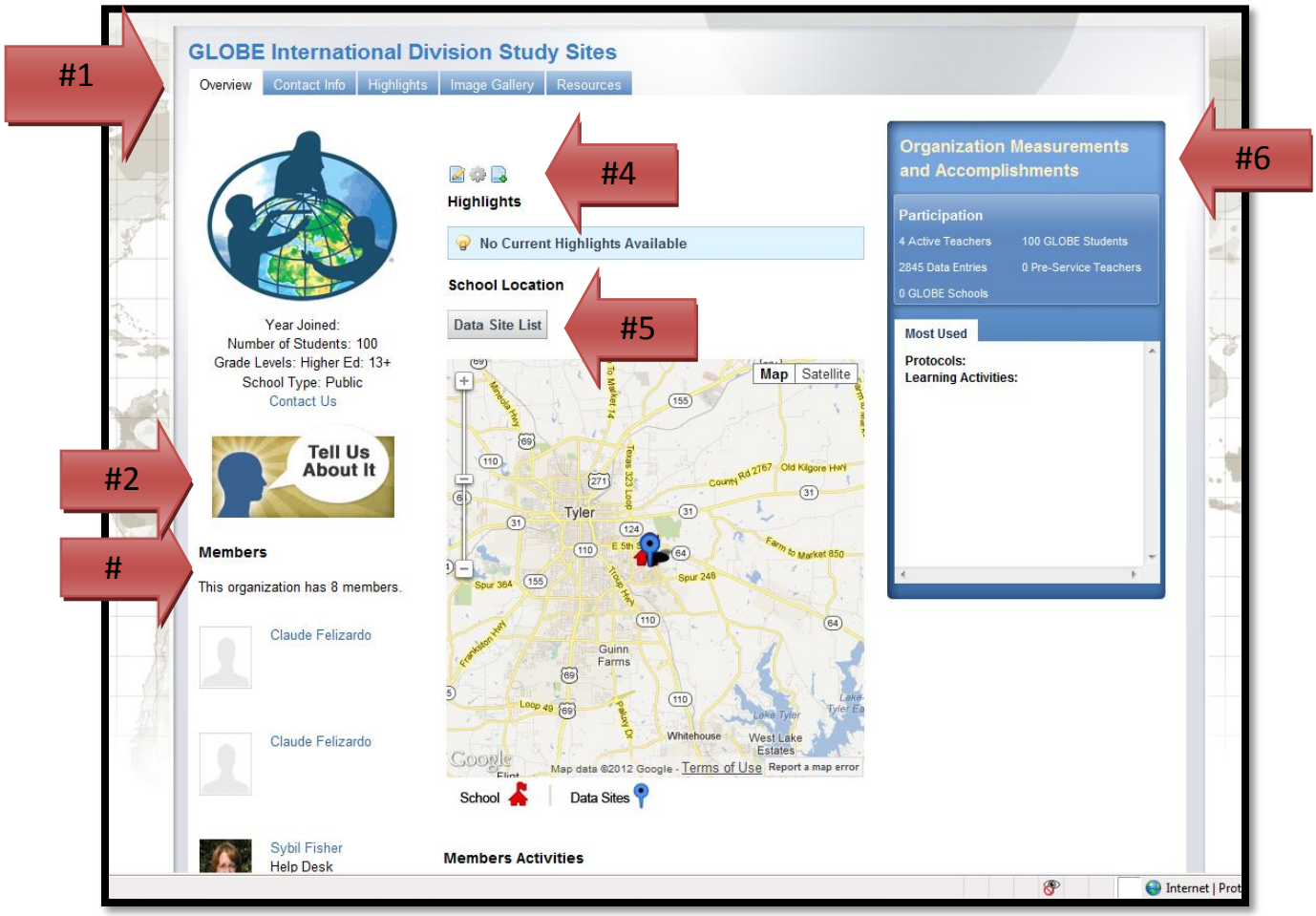
Now, select one of your links in the "Member Network".



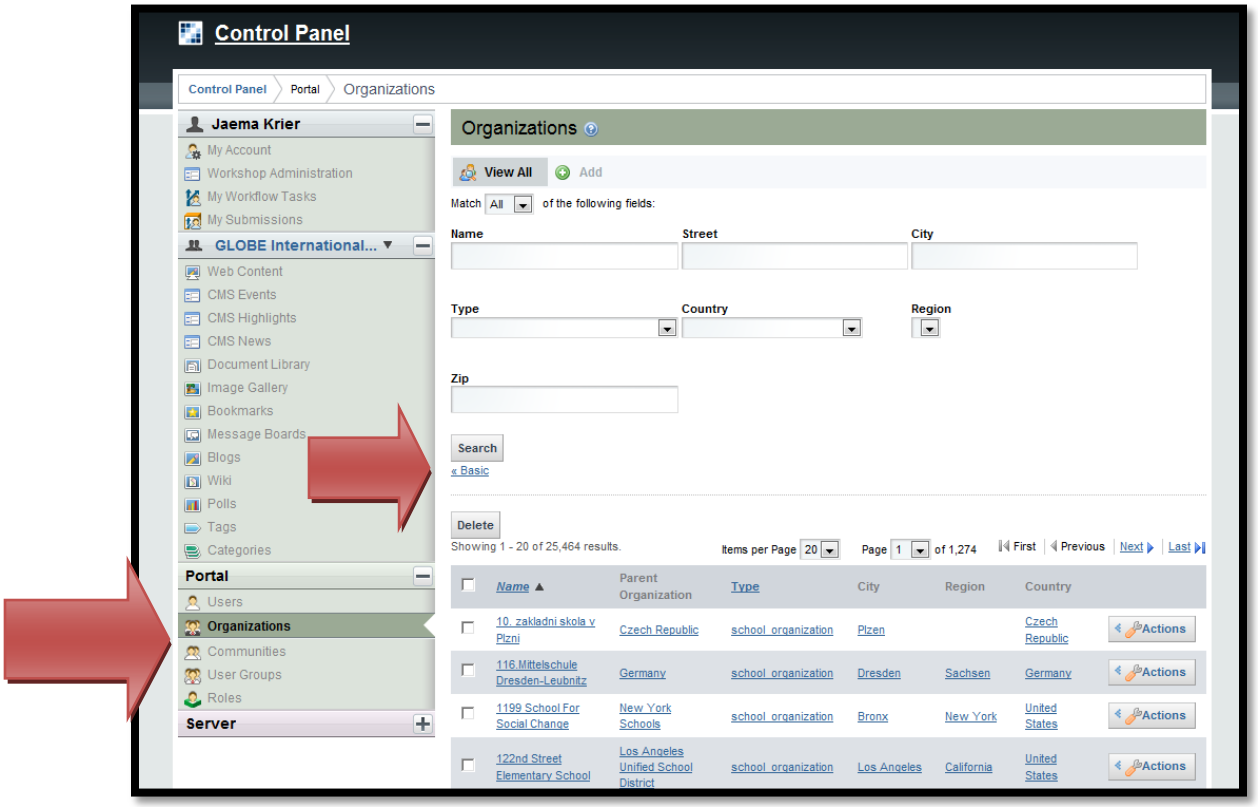
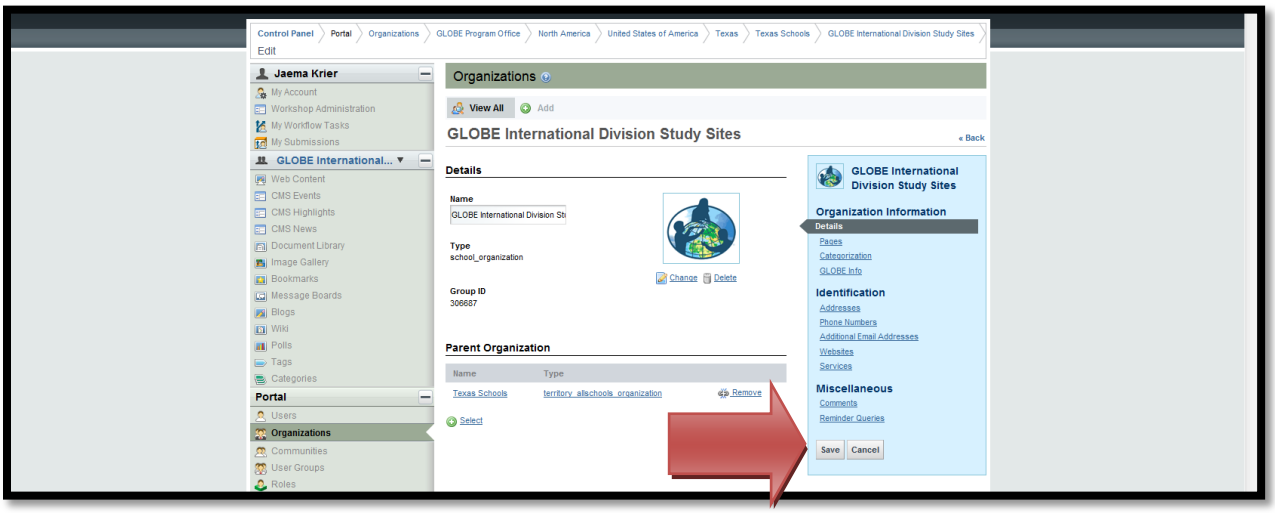
Again, each Organization Profile Page will appear slightly different depending on its hierarchy within GLOBE (GPO, Region, Country, State, Partner or Schools). The example below is a "School" site, but will have many of the same features described below:

1. Tabs (May Vary Slightly)
    a. Overview – General Summary of the Organization
    b. Contact Info – Displays contact information as applicable.
    c. Highlights – You can submit items to be listed here, see #2.
    d. Image Gallery and/or Documents – Items of interest pertaining to this Organization.
    e. Resources and/or Useful Links – Additional resources for visitors of this page.
2. Tell Us About It – Submit your School's Highlights here.
3. Member List – Displays the profiles of those Users assigned to this Organization.
4. Content Editing Tools - Add a "Welcome" or a brief history about this Organization.
5. View a list of data sites at this Organization using the "Data Site List".
6. Organization Measurements and Accomplishments – Displays metrics associated with the Organization. As Teachers/Schools are added to the new database, this information will update.

To update the logo/graphic/photo displayed here, see the following page.



In the upper, left corner of the page, use the "**Manage - - > Control Panel**" link to access your Administration Pages. Use the menu on the left and select "**Organizations**". Use the search fields to locate your Organization. *Note the "Advanced/Basic" link will display more/less fields.* Select your Organization's name from the list which appears. Note you can only view those Organizations within your service area (Region, Country, State, etc.).



Upload a photo/graphic if you choose. Use the blue menu on the right to update any contact information for this Organization, being sure to "**Save**" any edits.