

## 4. Upload Survey Data\*

Once you have registered and joined a project, you can upload data to the website so your data will appear on the website's maps and in data tables.

### What information is required?

**Date:** the date the data were collected. Either one date for the whole file or one for each row. It needs to include a month, day, and year (mm/dd/yyyy). If only the year is available, write it as 01/01/yyyy.

**Location:** either an area (e.g., Glacier National Park) or X/Y coordinates (UTM or latitude/longitude with a datum of NAD-83 or NAD-27).

**Organism:** either a scientific name or an NRCS code from the USDA plants database.

**Data Type:** uploaded data must either be an ESRI shapefile or a tab-delimited textfile, which can be created in MS Excel.

•Under the [Contribute Data](#) section of the main menu on the left side of a NIISS webpage, select the [Survey data](#) option.

•Click on the second link-[Upload and manage your uploaded survey data files](#). Select [Upload](#). Browse to the file on your computer (for shapefiles you must include each of the files that create the shapefile).

•Click [Continue](#). Click on the file name you uploaded to select it, and click [Add file to database](#).

•You are now in the process of adding your file to the website. Depending on what information you have in your file and the type of file, the next steps will be different. Use the on-line [Help](#) available in the upper right hand corner of each webpage. You can also get to a [Table of Contents](#) for help by clicking on any help link in the website.

## The National Institute of Invasive Species Science

The National Institute of Invasive Species Science (NIISS) is a growing consortium of partnerships between government and non-government organizations. These partnerships create an information synergy to predict and reduce the harmful effects of invasive species to the Nation's ecology and economy. The USGS Fort Collins Science Center administratively houses the NIISS which is also supported by USGS research centers and scientists across the U.S.



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## The National Institute of Invasive Species Science



## User's Guide

Registration and Creating a Project  
on NIISS website

<http://www.niiss.org>



# TO BEGIN

Go to: <http://www.niiss.org>

## 1. Registration\*

- Click on the [Register](#) link towards the bottom of the menu (left side of website).
- Enter information in the fields, read data sharing agreement, check [I accept](#) box, and click [submit](#).

The National Institute of Invasive Species Science  
Please enter the following information

**Registration Information**

First Name: [ ] Required  
Last Name: [ ] Required  
Address: [ ]  
Address More: [ ]  
City: [ ]  
State: Alabama [v]  
Nation: [v]  
Home Phone: [ ]  
Work Phone: [ ]  
Email: [ ] Required  
Login: [ ] Required  
Password: [ ] Required  
Confirm Password: [ ] Required  
Data Use Agreement: (1) The quality and completeness of data cannot be guaranteed. Users employ these data at their own risk.  
(2) Users must publicly acknowledge, in conjunction with the use of the data, the data providers whose invasive species data  
 I accept Required  
Got Data?  No  Yes  
Submit

- Validate your email by going to your email, clicking on the NIISS link provided, and logging into the website as requested.

The National Institute of Invasive Species Science  
Paul Evangelista's User Profile

**Your Profile**

Name: Paul Evangelista  
Email: paulv@niiss.colostate.edu Validate Email  
Work Phone: 970-491-2302  
Address: A206 HESB  
Address (More): Colorado State University  
FT. Collins, Colorado  
Country: United States  
Website Options: [Edit your profile](#) | [Change your password](#) | [Request a new user level](#)  
My Projects: [Join a project](#)  
You do not have any project affiliations.  
Current Project: None specified  
Current Rate: None specified

## 2. Creating a Project\*

- Select the [Your Profile](#) link on the main menu of any website page (Note: you will be required to log-in).
- Next to [Website Options](#), click on the [Request a new user level](#) link.
- Check the circle next to the [Instigator](#) option. This user level will allow you to create a new project. Click [Submit](#).
- Accept the data sharing agreement by clicking the checkbox next to [I accept](#).
- You will receive an email once your request is approved (should be within 24 hours).
- Return to [Your Profile](#) after you receive the confirmation email. In the upper right corner of the screen, it will indicate that you are an Instigator.
- At the bottom of the page, next to [Instigator options](#), click on the [Create a new project](#) link.
- Enter the appropriate project information, and click [submit](#).

The National Institute of Invasive Species Science  
Add new project information

**Project Information**

Name: [ ]  
Description: [ ]  
Instigator: Paul Evangelista  
Start Date: October [v] 7th [v] 2005  
End Date: October [v] 7th [v] 2005  
Sample Design: [ ]  
Study Extent: [ ]  
Context: [ ]  
Caveats: [ ]  
Submit

- You will be returned to the [Your Profile](#) page and your new project will now appear in the projects section.

\*Note: Each webpage has a help link in the upper right hand corner of the page with specific assistance to the page you are working on.

## Join an existing project\* (instead of creating your own)

If you do not have the need to create your own project or want to map a single location of a species, you can ask to join the **NIISS project** or the **T-map** (tamarisk specific) project which are general projects for everyone, including citizen scientists, to upload single point locations. You can also request to join other projects managed by users of the NIISS website. All of this can be done through the [Your profile](#) page by following the instructions below:

- From the [Your profile](#) page, select the [Join a project](#) link next to [My projects](#).
- Click on the [Select a project](#) box and move the mouse down to select the desired project. Click the checkbox [I accept](#) to agree to the Data Sharing Agreement, and click [Submit](#).
- You will receive an email confirming your request and a separate email stating if it was approved or denied by the project manager.

## 3. Manage Project You Created

- On the [Your Profile](#) page, click the circle next to the name of the project you want to manage.
- Select the [Manage your current project](#) link next to [My projects](#).
- Make the project status [Active](#), allowing other people to request to join your project and contribute data, or [Inactive](#) to prevent others from being able to join or contribute data.
- You will receive an email when someone requests to join your project. Visit the project management page and click either [Approve](#) or [Deny](#) next to the persons name to let them join or not let them join your project.