### **Computer and Internet Resource Hub**

"How to" Guide: Create an Account and Add Offerings and Resources.

#### Landing page:

https://digital-equity-chicago.hub.arcgis.com/

- 1. Use the landing page link to open the website.
- 2. Scroll down until you see the button "Start Adding Offerings or Resources."

Start Adding Offerings or Resources

 The button opens a "Sign In" page. You must create an account before adding resources. This account allows you to edit submissions, add new content and be part of the online community.



4. Choose "Create a City of Chicago Hub Community account."

0	
chicago.maps.arcgis.com/sharing/oauth2/authorize?response_type=tok	community account <b>@esri</b>
account information (?)	A City of Chicago Hub Community account allows you to:
Sign in to City of Chicago	<ul><li>Follow initiatives and events for updates</li><li>Sign up to attend events</li></ul>
ArcGIS login	Create web maps and story maps
û Username	First name
A Password	Last name
Keep me signed in	
Sign In Cancel	Email
Forgot username? or Forgot password?	
6 G C O	Confirm email
No account? Create a City of Chicago Hub Community	
account.	Review the Esri Master Agreement and Privacy Policy
Not a member of this organization? Sign in to your account on ArcGIS Online	Review the Esri Master Agreement and Privacy Policy in other select languages
	l accept and agree to be legally bound by
	Esri Master Agreement
	Esri Arcels Online Privacy Policy
	Next

5. Fill out the account information and choose "Next". The icon verifies the submission is complete (activation is not complete). An email is sent to the email account you entered to activate the account.



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6. Open your preferred email program and find the email from: ArcGIS Notifications <notfications@arcgis.com>. Within the email you will find a link to activate your new account. The link will direct you to a form. Add a username (follow the requirements listed), add a password, security question, and select "Create account." This will complete your registration.

Take note of your username and password. If you forget, there is a "forgot username or password" option.

Userr	name
The	e username must:
	<ul> <li>Be between 6 and 128 characters in length</li> </ul>
	<ul> <li>Not include special characters other than . (dot), _ (underscore), @ (at sign), and - (hyphen)</li> </ul>
	<ul> <li>Not include a . (dot), - (hyphen), _ (underscore) or @ (at sign) as the first or last character of the username</li> </ul>
	Not include spaces
Passv	vord
Retyp	pe password
Social	rity question
	ct one
Answ	er
	Create account

7. Once your account is created, it should bring you back to the Hub page, if not, follow the link from page 1.

≡			Q Á	🕥 Aimee 🗸	)
	City of Chicago		Terms of Use		
			When you are	logged in v	your name will
Hom	e Digital Equity Resource Finder	Return to Chicago Digital Equity Coalition Home Page	appear in the		

8. Scroll down to view the form and make an entry.

Computer	and Interne	et Resource I	Hub
If your organization offers support r computers or laptops, computer lab complete this form to be listed on ( resource is part of the community-c Questions, comments, or suggestio	b access, and/or Chicago's Comp driven recommer	low-to-no cost int uter and Internet I ndations in the <u>Ch</u>	ternet access, please Resource Hub. This <u>licago Digital Equity Plar</u>
Organization Type*			
-Please select-			

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9. Once finished filling out the form select "Submit."

	Computer and Internet Resource Hub
Website	
cityofchicago.org	
Submit	Thank you. Your response was submitted successfully.
	To add another offering Reload the page.
	Press <u>here</u> to submit another response.

10. If you need to edit your submission, return to the main page and choose "Open Previously Submitted Offerings."



11. Choose **"Form View"** to edit your entry.

		ArcGIS S	urvey123 - My surve	rs Help	Form vie	w 🕥				Aimee •		
		Digital Ec	luity			-			Overview Analyzi	e Data		
≡ C   ∰ &	/15/23 - 8/15/23 🍸 1	Filter Repo	t Export + Open in Map	liewer Form view	$\sim$							1/1
+ -	Kane Blum	St Charles Batavia	Wheaton DuPage	Schiller Park Bellwood WestChatter Cook	Chicago					Bridgma	Berrien Serrien S	nings II (*
Digital Equity	943 <i>1</i>	Aurora	Woodsidge Bolingbrook			Esri, CGIA	R, USGS   Earl, HERE, Gar	min, SafeGraph, METUNA	Michigan City SA, USGS, EPA, NPS, USDA	Eari, CGIAR, USGS   Ea	R HERE, Garmin, SafeGrapi	esi
Organization Name	Type of Offerings	Languages Available	Cost	Accessibility	Email Address	Link	Website	Address	Review Submission	Phone Number	Organization Type	Other - Organization
Please remove - Test	Free_Public_or_Comm unity_Wi- Fi,Internet_Sign_Up_ Help	English	No_Cost/Free	Computers_have_scre en_readers			cityofchicago.org	333 S STATE ST, 60504	Allowed	312-744-5311	Community-Based Organization/Non- Profit	

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12. Select your entry from the list by clicking to highlight, a detail screen will open to the right.



- 13. Select "Edit this Record".
- 14. Make changes and select "Submit". Your entry will be reviewed. Once approved the changes will appear on the map.





< Editing	₪	€	×
Organization Type*			
Community-Based Organization/Non-Pro	fit	•	
Organization Name*			
Please remove - Test			
Address*			
333 S STATE ST, 60604			
Type of Offerings*			
Please select all types of resources that you organizations offers.	ır		
Free Public or Community Wi-Fi			
One-on-One Tutoring			
(	Su	ıbmit	