



# Sign-In Procedures for the new GLOBE Web site

## For Data Entry & Partner Administrative Tasks

### **STEP 1:**

Go to [www.globe.gov](http://www.globe.gov).

### **STEP 2:**

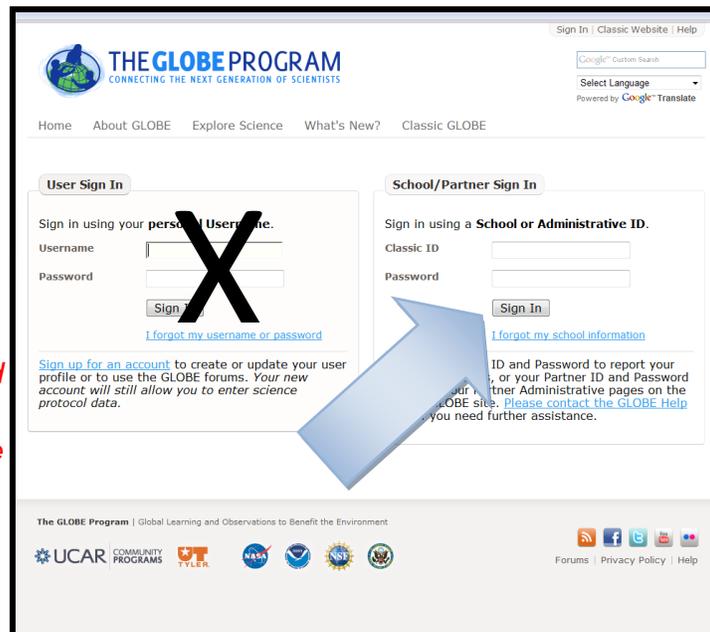
Choose 'Sign In' in the upper right corner of the page.



### **STEP 3:**

From the Sign In page enter your **(School, Partner or Country Coordinator) ID** and your password in the fields on the right.

*Make sure you use ALL CAPITALS in the ID and enter the password exactly the way you have set it up, leaving no spaces before and after the ID and password.*



### **STEP 4:**

Select the 'Sign In' button.

**STEP 5:**

Confirm you have been signed in using the yellow confirmation bar and the 'Welcome' message in the upper right corner.

*When you are ready to close your GLOBE session, please use the 'Sign Out' link located next to the 'Welcome' message.*



**STEP 6:**

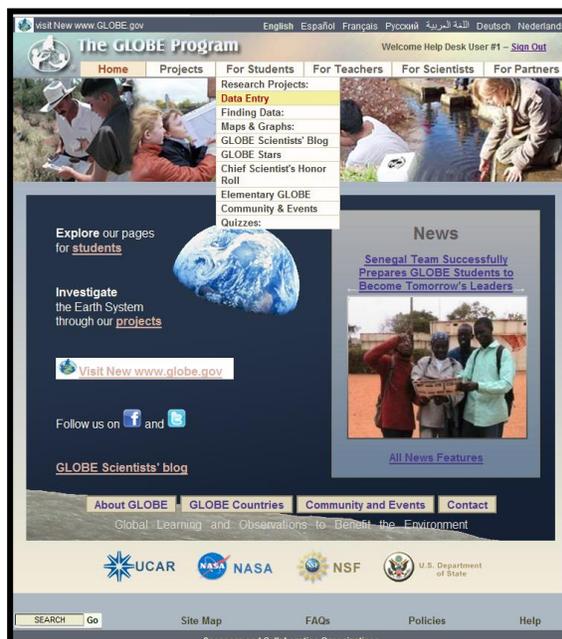
In order to Enter Data or complete Partner administrative tasks, please continue to use the 'Classic Website' by using the link in the upper right corner of the page.



**STEP 7:**

To enter data, go to: 'For Students' -> 'Data Entry' (Shown here)

To complete Partner administrative tasks, go to: 'For Partners' -> 'Administration'



## For the new 'Personal Usernames'

GLOBE has developed new 'Personal Usernames', also known as 'Individual Teacher IDs', to allow GLOBE educators the ability to update their personal profiles and participate in our new online discussion forums. **All first time users must create a unique personal username and password to access these features.** Only those who have a teacher record in the GLOBE database and are associated with an active School ID are currently eligible to sign up for these personal accounts. In the future, Partners and Country Coordinators will also be given access.

### STEP 1:

Go to [www.globe.gov](http://www.globe.gov).

### STEP 2:

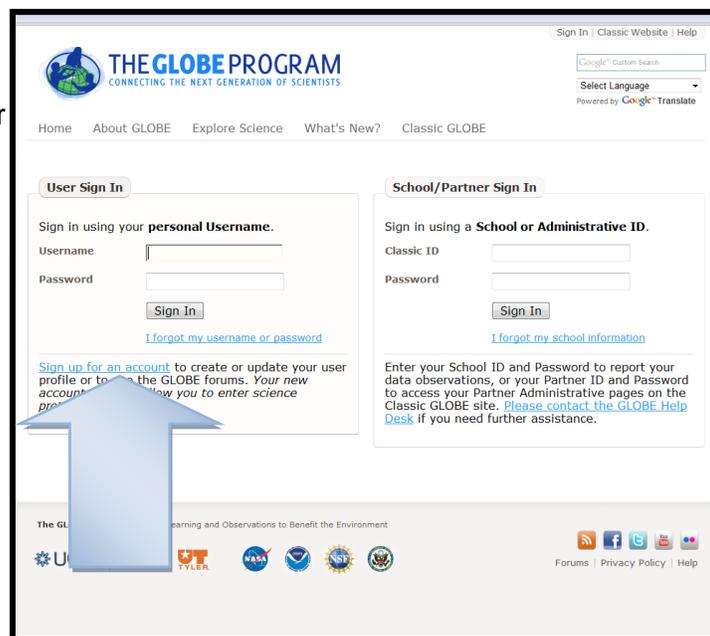
Choose 'Sign In' in the upper right corner of the page.



Select 'Sign In' Here

### STEP 3:

If you are a first time user then: From the Sign In page use the 'Sign up for a new account' link located on the left hand side.



**STEP 4:**

Enter your **School ID, password, first & last name, your email address and a unique "Username"**.

*A list of teachers from your school will be displayed. Please Select the radio dial next to your name.*

**STEP 5:**

Select **'Create Account.'**

**STEP 6:**

*You must first check your email for a password which was sent to you when you created the account.*

You are now ready to sign in with this new ID. Repeat Steps 1 & 2.

**STEP 7:**

Enter your new unique **Username** and password in the fields to the left.

**STEP 8:**

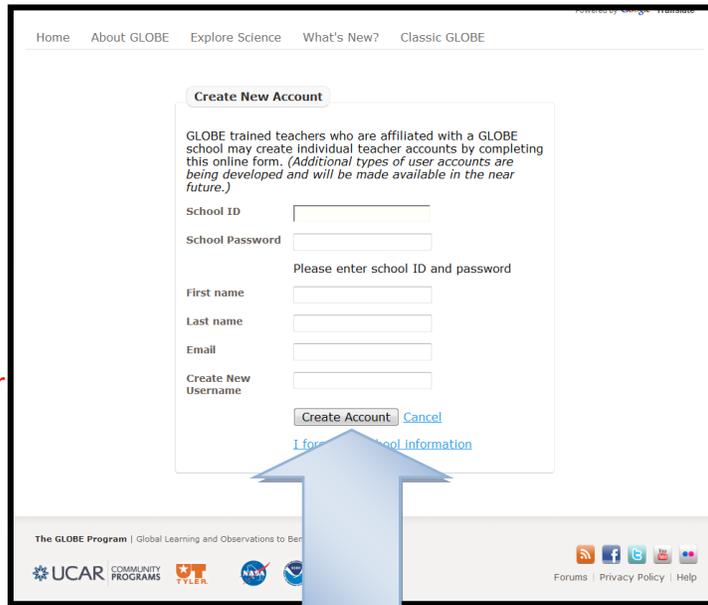
Select **'Sign In'**.

**STEP 9:**

You will be returned to the GLOBE homepage.

To participate in GLOBE Forums, select the **'Forums'** link located in the page footer.

To update your profile select your **'Username'**



Please select the radio dial by your name when it appears. If your name is not listed, please contact the Help Desk at [help@globe.gov](mailto:help@globe.gov)

