

# Managing User Accounts in CHaMP Data Management System

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## Overview

The CHaMP Data Management System was built to meet the needs of the CHaMP program. Anyone who is engaged in implementing the CHaMP program will need an account on the CHaMP website, [www.CHaMPMonitoring.org](http://www.CHaMPMonitoring.org). Additionally, anyone who is interested in the progress or products produced by the program may want to register for an account. The data system supports users in:

- conducting pre-season site evaluations,
- planning hitches,
- organizing scouting files,
- capturing raw measurements,
- uploading and compiling data,
- performing quality assurance, and
- generating metrics.

## User Permissions

Once a user has registered for an account and has logged into the website, the user will have the lowest level of permissions and will only have access to published data. Additional permissions can be granted by your crew supervisor, the watershed manager, or the program manager. If you need additional permissions, work directly with your crew supervisor, watershed manager, or program manager to be granted the permissions you need.

**Crew-level permissions** are managed by crew supervisors and include:

- **Crew member** – has permission to view, upload, and edit data collected by your organization and can update Site Notes for specified watershed.
- **Crew lead** – additionally, can create and plan hitches. Responsible for managing the field crew which includes ensuring protocol and its methods are being followed.
- **Crew Supervisor** – additionally, can edit published data and can assign crew-level permissions. Responsible for QA that happens at end of field season.

**Watershed-level permissions** are managed by watershed managers and include:

- **Landowner Liaison** - Has permission to edit data on Site Evaluation tab for specified watershed and specifically is responsible for contacting landowners and updating landowner information
- **Watershed QA Lead** - Has ability to review uploaded data from anyone under a watershed, and provide an assessment or feedback on data quality. Has permission to view and edit data. Has ability to "flag" a set of Measurement data and/or Metric data.
- **Watershed Analyst** - Has ability to view and download data for specified watershed.
- **Watershed Manager** – additionally, can edit watershed-level parameters (e.g. stream temperature thresholds for anomaly detection) and can assign crew-level permissions.

**Program-level permissions** are managed by program managers and include:

- **Program Analyst** - Has ability to review uploaded data for specified program and provide an assessment or feedback on data quality.
- **Program QA Lead** - Has ability to review uploaded data from anyone under any watershed, and provide an assessment or feedback on data quality.
- **Monitoring Coordinator** - Has extensive domain knowledge; defines monitoring objectives, metric and indicator procedures, sets level of accuracy and precision.
- **Program Manager** - Has all of the permissions of monitoring coordinators, but can also edit program information (overview, people, documents).
- **Program Owner** - Has overall responsibility for the CHaMP program, from both an on-the-ground and office perspective.

## Requesting User Permissions

Permissions are managed by crew supervisors, watershed managers, and program managers. For crew-level permissions, work directly with your crew supervisor to determine and be granted the permission you need. For watershed-level permissions, work directly with the watershed manager for the watershed you are interested in. If you need access to data across multiple organizations or watersheds, contact one of the program managers – [Sarah Walker](#) or [Boyd Bouwes](#).

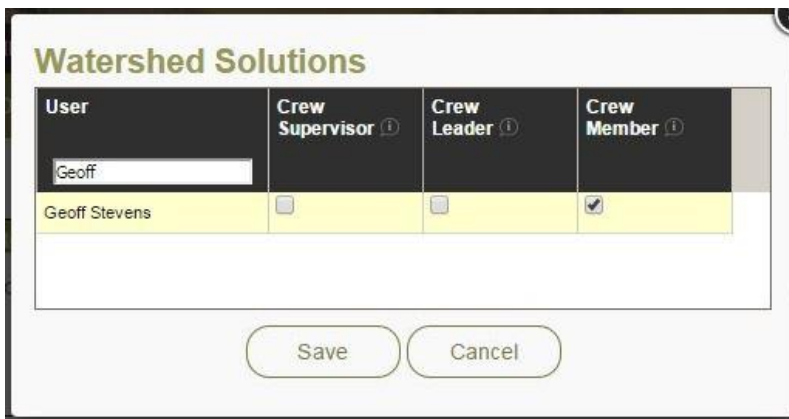
## Managing Crew-level Permissions

The Crew Supervisor is responsible for managing permissions of all crew members within their organization. Crew permissions are managed from the Organization page.

1. From the Admin Menu item, select [Organizations](#)
2. Search for and select your organization
3. From your organization's page, select the People tab
4. On the People tab, in the upper right corner, click the link for "Edit Role Assignments"



5. In the popup, search for the name of the user

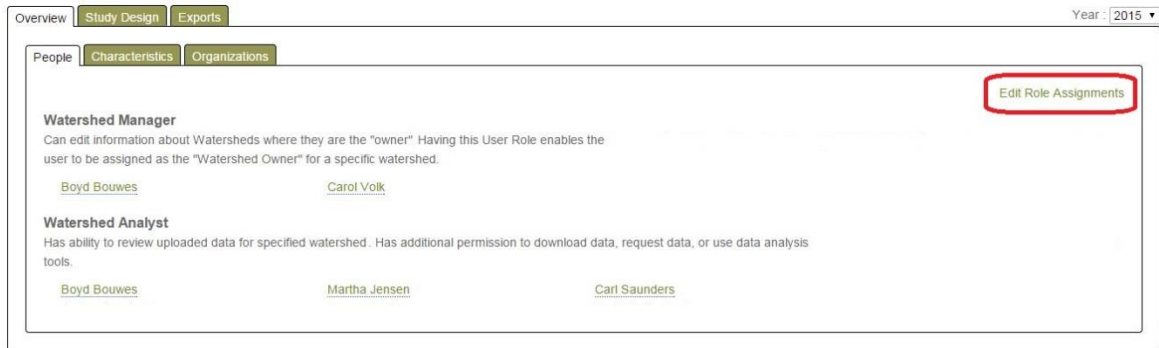


6. Click the checkbox for any appropriate role and click save.
7. From the People tab on your Organization page, verify the list of crew members

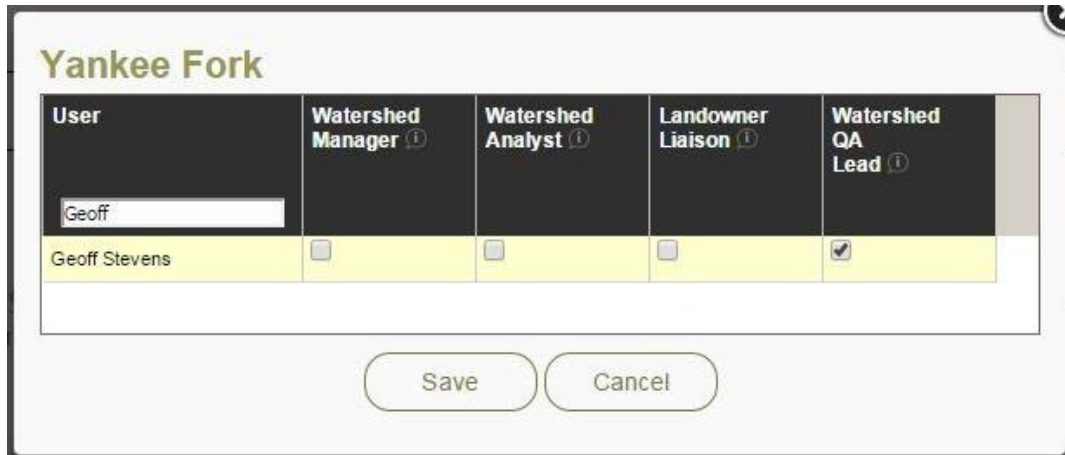
## Managing Watershed-level Permissions

The Watershed Manager is responsible for managing permissions of all users within their watershed. Watershed permissions are managed from the Watershed page.

1. From the [Watershed Menu](#), select your watershed
2. Search for and select your organization
3. From your watershed page, select the Overview tab and then the People tab
4. On the People tab, in the upper right corner, click the link for “Edit Role Assignments”



5. In the popup, search for the name of the user



6. Click the checkbox for any appropriate role and click save.
7. From the People tab on your Watershed page, verify the list of watershed members.

## Managing Program-level Permissions

The Program Managers are responsible for managing permissions of all users who need access across multiple watershed or organization. Program permissions are managed from the Program page.

1. From the [Program Menu](#), select the People Tab
2. On the People tab, in the upper right corner, click the link for “Edit Role Assignments”



The screenshot shows the 'Columbia Habitat Monitoring Program' page with the 'People' tab selected. A red box highlights the 'Edit Role Assignments' link in the top right corner. The page lists three roles: Program Owner, Program Manager, and Program Analyst, each with a list of associated users.

**Program Owner**  
Has overall responsibility for the CHAMP program, from both an on-the-ground and office perspective.

[David Brynes](#)      [Chris Jordan](#)

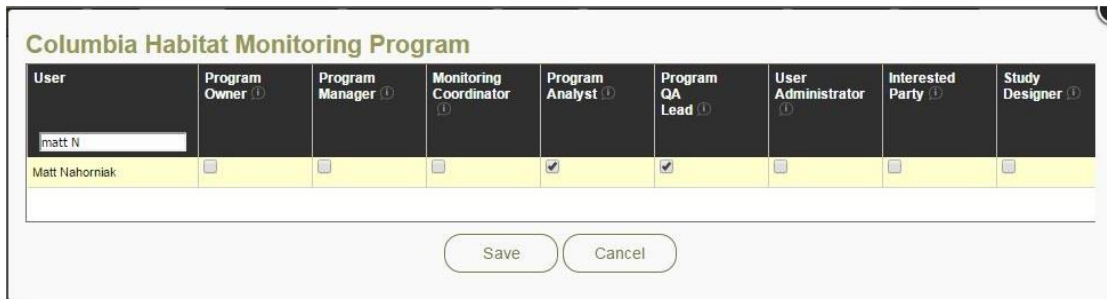
**Program Manager**  
Has all of the permissions of monitoring coordinators, but can also edit program information (overview, people, documents).

[Boyd Bouwes](#)      [Sarah Walker](#)      [Mike Ward](#)

**Program Analyst**  
Has ability to review uploaded data for specified program and provide an assessment or feedback on data quality. Has additional permission to download data, request data, or use data analysis tools.

[Sara Bangen](#)      [Jordan Burningham](#)      [Jennifer O'Neal](#)      [Nick Weber](#)  
[Ryan Bellmore](#)      [Jonathan drake](#)      [Colin Riordan](#)      [Sean Welch](#)  
[Steve Bennett](#)      [Pamela Nelle](#)      [Nick Weber](#)  
[Boyd Bouwes](#)      [Meagan Polino](#)      [Jody White](#)

3. In the popup, search for the name of the user



The screenshot shows a role assignment popup for the user 'Matt Nahorniak'. The popup has a search bar with 'matt N' entered. Below the search bar is a table with columns for various roles and checkboxes for assignment. The 'Program Analyst' and 'Program QA Lead' roles are checked for Matt Nahorniak. At the bottom are 'Save' and 'Cancel' buttons.

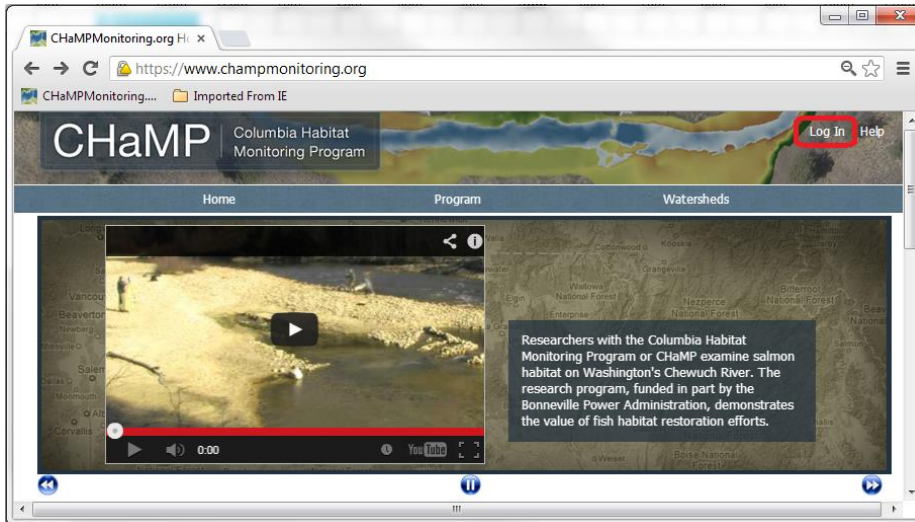
User	Program Owner (1)	Program Manager (1)	Monitoring Coordinator (1)	Program Analyst (1)	Program QA Lead (1)	User Administrator (1)	Interested Party (1)	Study Designer (1)
<input type="text" value="matt N"/>								
Matt Nahorniak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click the checkbox for any appropriate role and click save.
5. From the People tab on the Program page, verify the list of Program members.

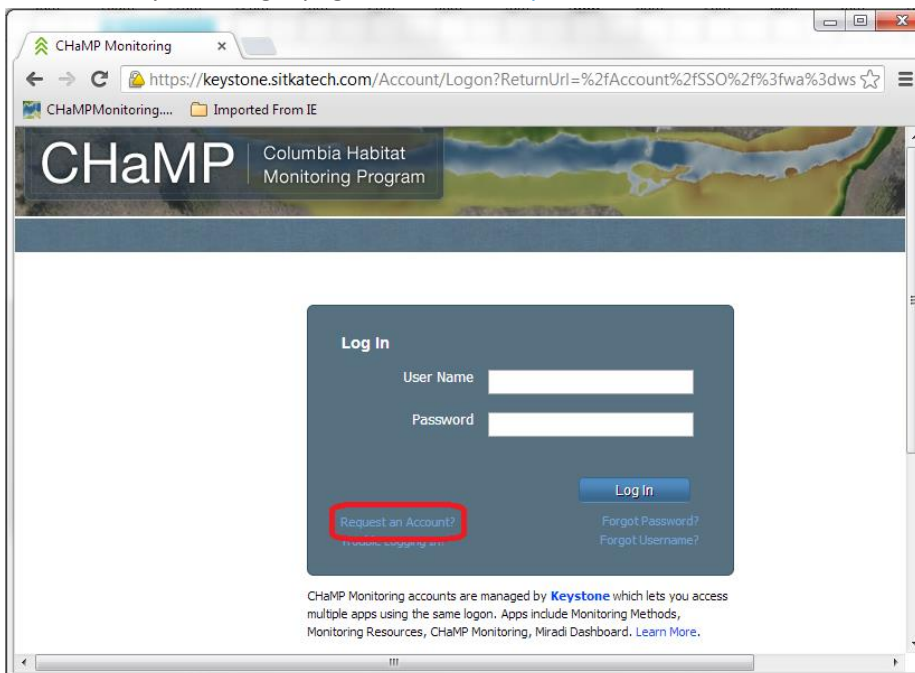
## Registering for an Account

Registering for an account will allow you to log into the website and give you access to data and necessary functionality. Account registration and administration is handled through a system called Keystone. Keystone is the central account administrator for several regional data systems including Monitoring Methods, Monitoring Resources, Taurus, and CHaMP Monitoring. This guidance document outlines the steps to register for an account using Keystone.

1. Go to [www.CHaMPMonitoring.org](http://www.CHaMPMonitoring.org)
2. Click “Log In” link in the upper right corner



3. From the Keystone login page, click the “Request an Account?” link



4. Fill in account details and then click the “Request Account” button

CHaMP Monitoring - Register

https://keystone.sitkatech.com/Account/Register?ApplicationID=3

CHaMP Monitoring... Imported From IE

**CHaMP** Columbia Habitat Monitoring Program Log In | Support

### Request Account

\* User Name   
This is the name you will use to login.

\* Email Address   
A link to activate your new account will be emailed to you. Don't worry, we will never sell, barter, or share your email.

\* Email Address (again)

\* First Name

\* Last Name

Organization

\* Timezone

teen somehow

Type the two words:

noCAPTCHA™ stop spam. read books.

Request Account

CHaMP Monitoring accounts are managed by Keystone which lets you access multiple applications using the same login. These applications include:

- Monitoring Methods
- Monitoring Resources
- CHaMP Monitoring
- Miradi Dashboard

If you already have an account for any of these applications, you may log in with that account. [Learn More.](#)

5. Check your email account for an email from [donotreply@keystone.sitkatech.com](mailto:donotreply@keystone.sitkatech.com) and use the link in the email to activate your new account.
6. Return to [www.CHaMPMonitoring.org](http://www.CHaMPMonitoring.org) and log in using your new user name and password.