

California Revealed

First Steps to Navigating The New Repository, Archipelago

First Steps Include:

Reset Password - Account Login - Access Records

Reset Password Instructions

All users **must** reset their Password in order to access the new Repository.

- Visit <https://repository.californiarevealed.org/user/password> to send a link to your email to reset your Password.

The screenshot shows the 'Reset your password' page. At the top, there is a navigation menu with links: 'About', 'Browse Institutions', 'Browse Curated Themes', 'Browse All', and 'Suggest Highlights!'. Below the navigation is a search bar with a 'SEARCH' button. The main heading is 'Reset your password'. There are three buttons: 'Log in', 'Create new account', and 'Reset your password'. Below the heading is a form with a label 'Username or email address *' and a text input field. Below the input field is a note: 'Password reset instructions will be sent to your registered email address.' At the bottom of the form is a 'SUBMIT' button.

Account Login Instructions

1. Once you have received the email and reset your Password, login to the Repository using the following URL: <https://repository.californiarevealed.org/user/>
 - **Please bookmark this URL.**
 - Enter your **first and last name** as your Username to login. *Please note that you can no longer enter your email address to login.*

The screenshot shows the 'Log in' page. At the top, there is a navigation menu with links: 'About', 'Browse Institutions', 'Browse Curated Themes', 'Browse All', and 'Suggest Highlights!'. Below the navigation is a search bar with a 'SEARCH' button. The main heading is 'Log in'. There are three buttons: 'Log in', 'Create new account', and 'Reset your password'. Below the heading is a form with a label 'Username *' and a text input field containing 'George Washington'. Below the input field is a note: 'Enter your California Revealed username.' Below that is a label 'Password *' and a text input field with masked characters. Below the input field is a note: 'Enter the password that accompanies your username.' At the bottom of the form is a 'LOG IN' button.

2. Once logged in, you will be redirected to your Account page:
<https://repository.californiarevealed.org/user>

The screenshot shows the user profile page for Kim Hayden on the California Revealed website. At the top left is the '10 CALIFORNIA REVEALED' logo. To the right is a navigation menu with links: 'About', 'Browse Institutions', 'Browse Curated Themes', 'Browse All', and 'Suggest Highlights!'. Below the logo is a search bar with a 'SEARCH' button. Underneath the search bar are tabs for 'View', 'Activity', 'Edit', and 'Groups'. The main heading is 'Kim Hayden' in a large, bold, brown font. Below this, it says 'Member for' followed by '3 years 5 months'. At the bottom of the page, there is a footer with social media icons for Facebook, Twitter, and Instagram, the copyright notice '© 2021 CALIFORNIA REVEALED.ORG', and the logo for the 'INSTITUTE of Museum and Library SERVICES'. A small text block at the very bottom states: 'California Revealed is supported by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. Any views, findings, conclusions or recommendations expressed in this'.

Access Records Instructions

1. Login to the Repository using the new URL: <https://repository.californiarevealed.org/user/>
 - a. This will take you to your Account page.

This is a duplicate of the screenshot above, showing the user profile page for Kim Hayden on the California Revealed website. It includes the same navigation menu, search bar, tabs, profile information, and footer as the first screenshot.

2. From your Account page, click the **Groups** tab.

The screenshot shows the top navigation bar with the CALIFORNIA REVEALED logo and a search bar. A red arrow points to the 'Groups' tab in the account menu. Below the menu, the 'My Groups' section displays a table with one entry: 'Center for Sacramento History'. The footer includes social media icons, copyright information, and the Institute of Museum and Library Services logo.

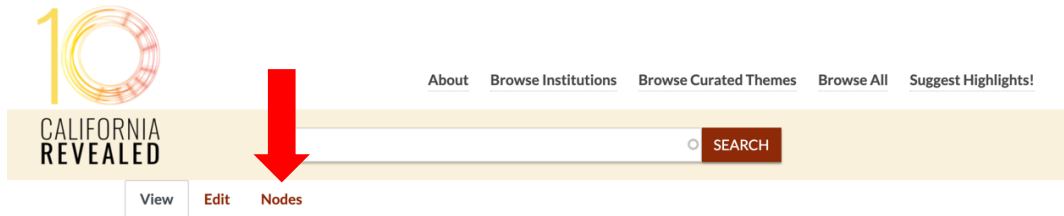
Group type	MARC Code	Institution Email	Phone Number	Updated
Partner	casacsh	csh@cityofsacramento.org	(916) 808-7072	11/18/2021 - 07:39

3. Under the Groups tab, click on the name of your institution.

This screenshot is identical to the previous one, but a red arrow points to the name 'Center for Sacramento History' in the table, indicating the next step in the process.

Group type	MARC Code	Institution Email	Phone Number	Updated
Partner	casacsh	csh@cityofsacramento.org	(916) 808-7072	11/18/2021 - 07:39

4. This will take you to your institution's page in the Repository. From your institution's page, **click the Nodes tab.**



Center for Sacramento History



5. This will give you access to your institution's content. Click on the “Edit node” button to edit an individual record.

Center for Sacramento History nodes

View Edit Nodes

Home » Center for Sacramento History

[Add new digital object](#)

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Published status Type

Title	Content type	Status	Updated	Operations
Sacramento Youth	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Captain Weber Days 1969	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Pres. John F. Kennedy Berkeley Speech	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Sacramento Solons Baseball	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Oak Park - Black Panthers	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Superior California Nurseryman Annual Picnic	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Billy Mills 10,000m Final, 1964 Tokyo Olympics	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>
Assassination attempt on Pres. Gerald R. Ford	Digital Object	Published	12/03/2021 - 15:09	<input type="button" value="Edit node"/>

*Questions? Need a walkthrough?
Please reach out to us at team@californiarevealed.org*

