

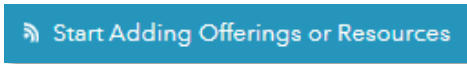
Computer and Internet Resource Hub

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

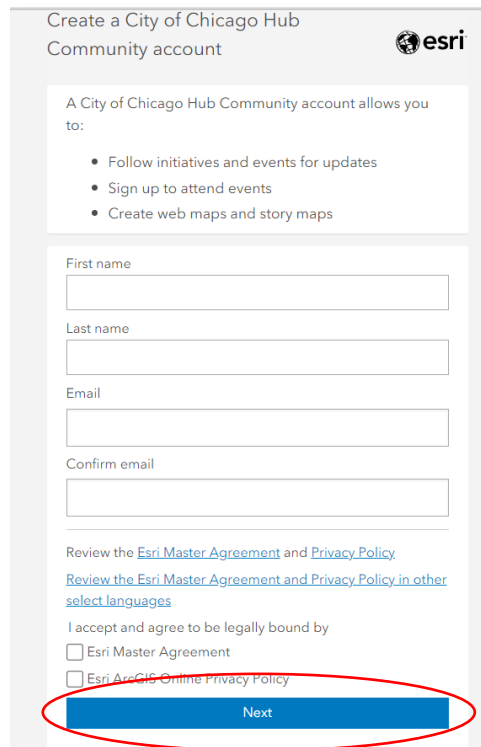
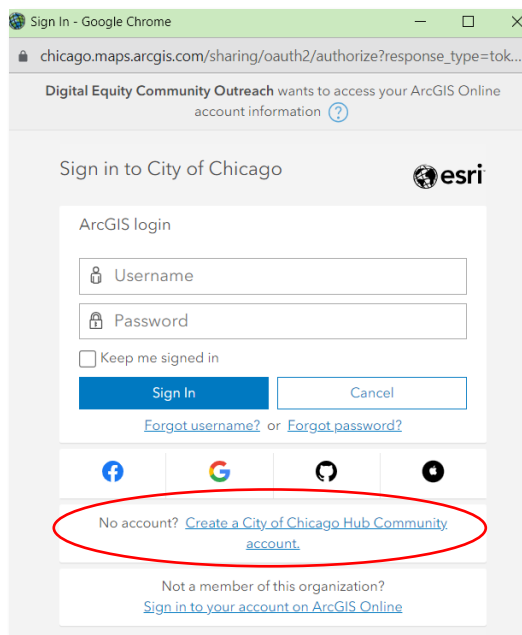
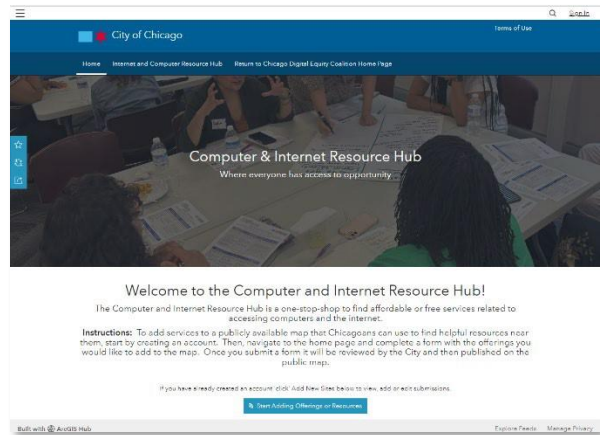
Landing page:

<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.”**



3. 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.”**



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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- Open your preferred email program and find the email from: [ArcGIS Notifications <notifications@arcgis.com>](mailto:notifications@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.

Username

The username must:

- Be between 6 and 128 characters in length
- Not include special characters other than . (dot), _ (underscore), @ (at sign), and - (hyphen)
- Not include a . (dot), - (hyphen), _ (underscore) or @ (at sign) as the first or last character of the username
- Not include spaces

Password

Retype password

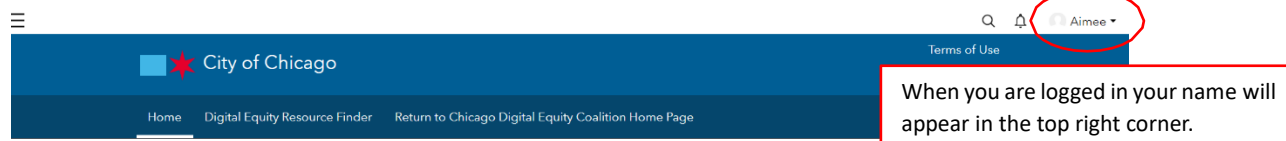
Security question

Select one

Answer

Create account

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



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

Computer and Internet Resource Hub

If your organization offers support related to digital skill building, tech assistance, affordable computers or laptops, computer lab access, and/or low-to-no cost internet access, please complete this form to be listed on Chicago's Computer and Internet Resource Hub. This resource is part of the community-driven recommendations in the [Chicago Digital Equity Plan](#)

Questions, comments, or suggestions? Please email Devon.Braunstein@cityofchicago.org.

Organization Type*

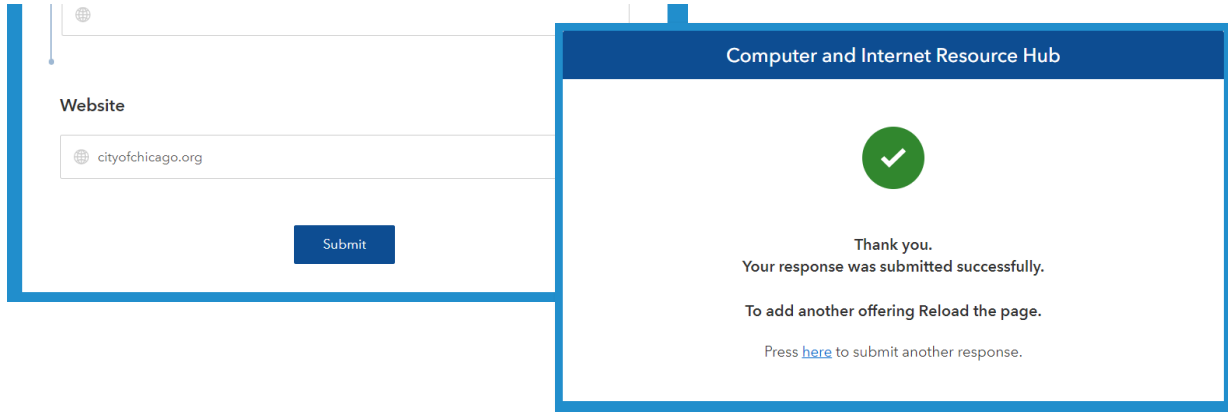
-Please select-

City of Chicago

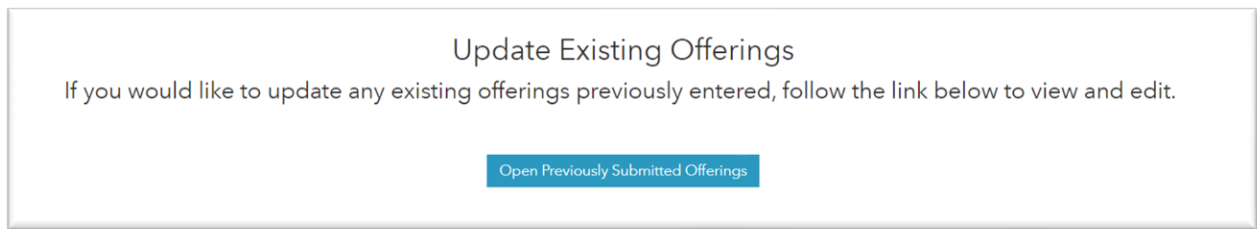
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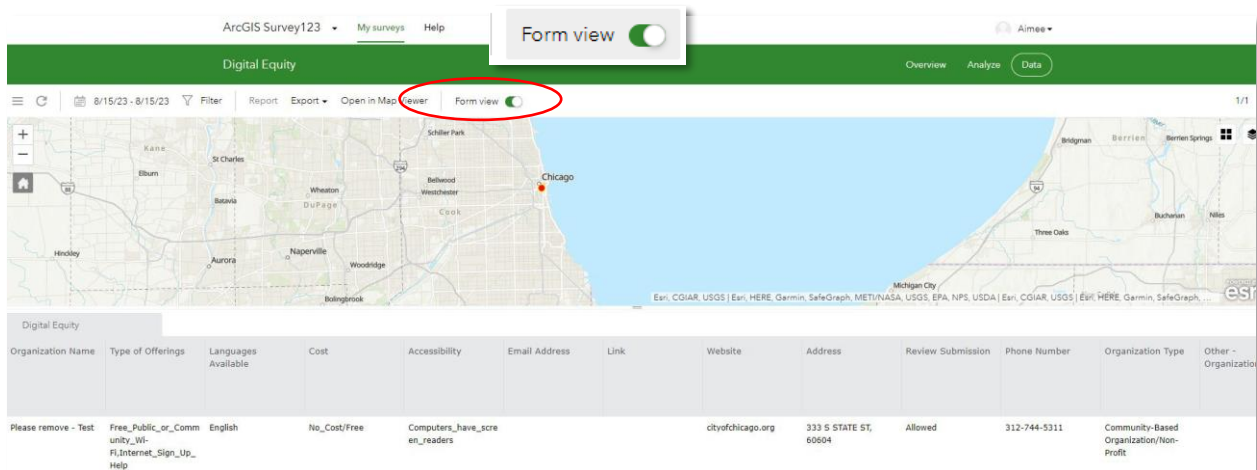
9. Once finished filling out the form select **“Submit.”**



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.

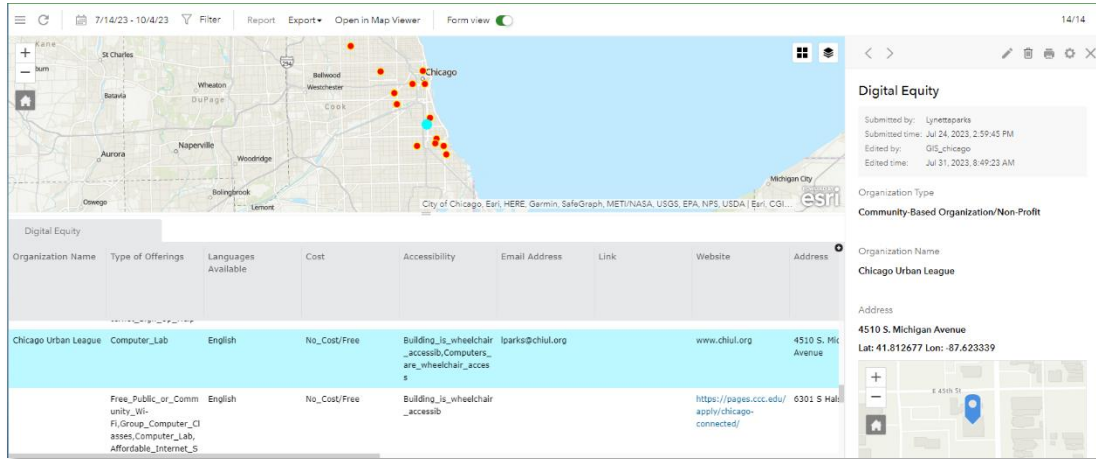


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12. Select your entry from the list by clicking to highlight, a detail screen will open to the right.



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.

