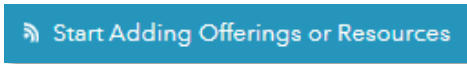City of Chicago

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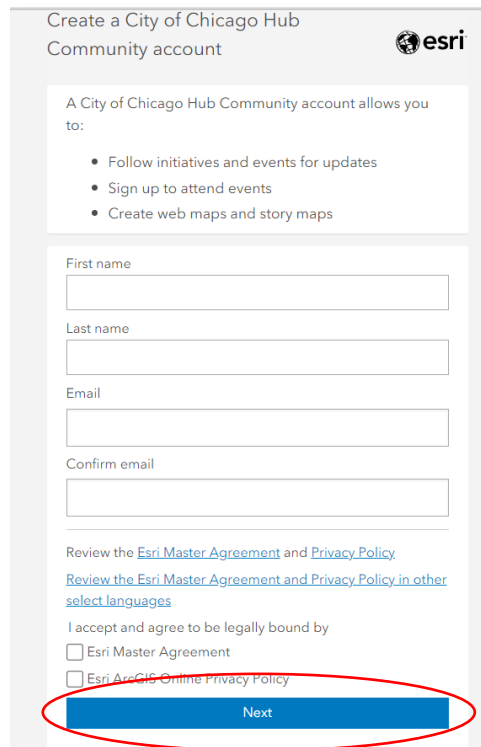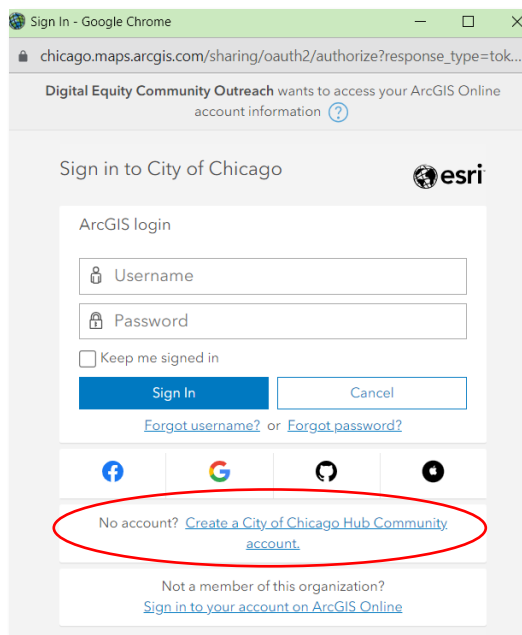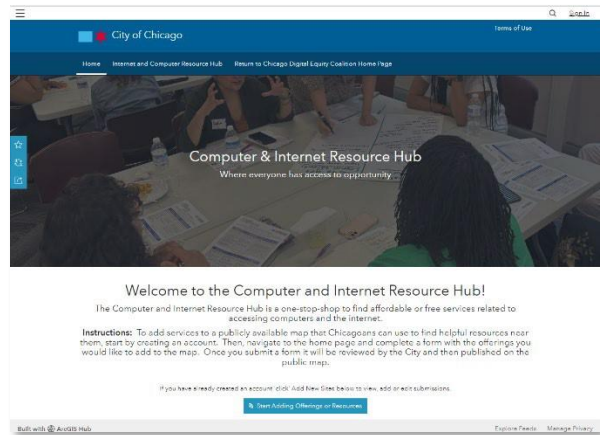
5. Fill out the account information and choose **"Next"**. The icon verifies the submission is complete (activation is not complete). An email is sent to the email account you entered to activate the account.

An activation link has been sent to your email.
Click the link in the email to complete account activation.

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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.

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

When you are logged in your name will appear in the top right corner.
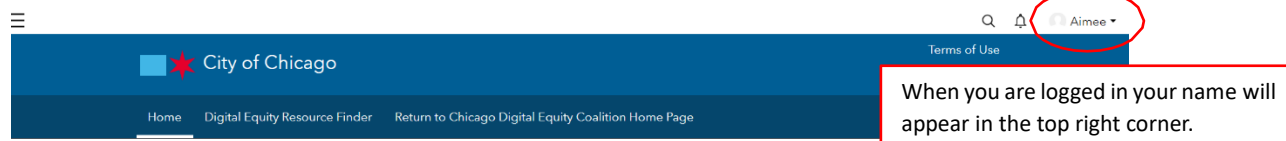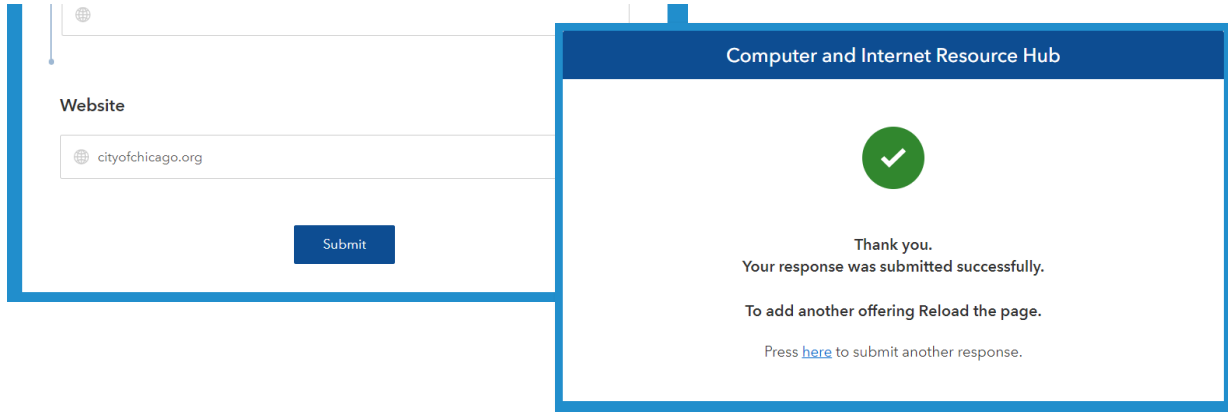
8. Scroll down to view the form and make an entry.
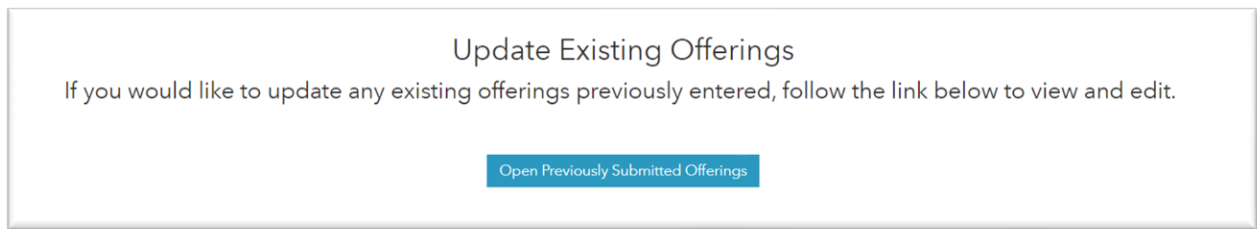
City of Chicago

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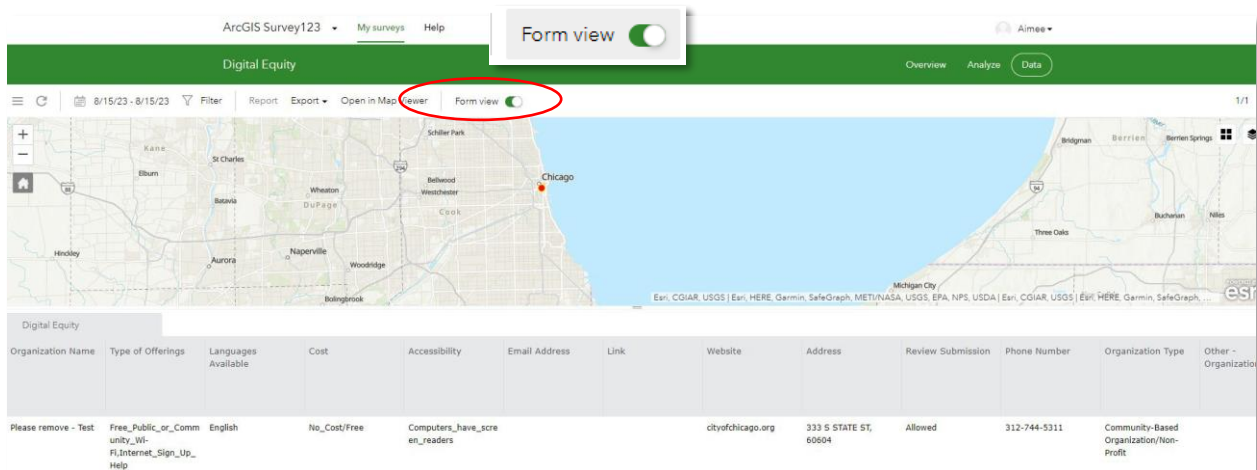**"How to" Guide:** Create an Account and Add Offerings and Resources.

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."**

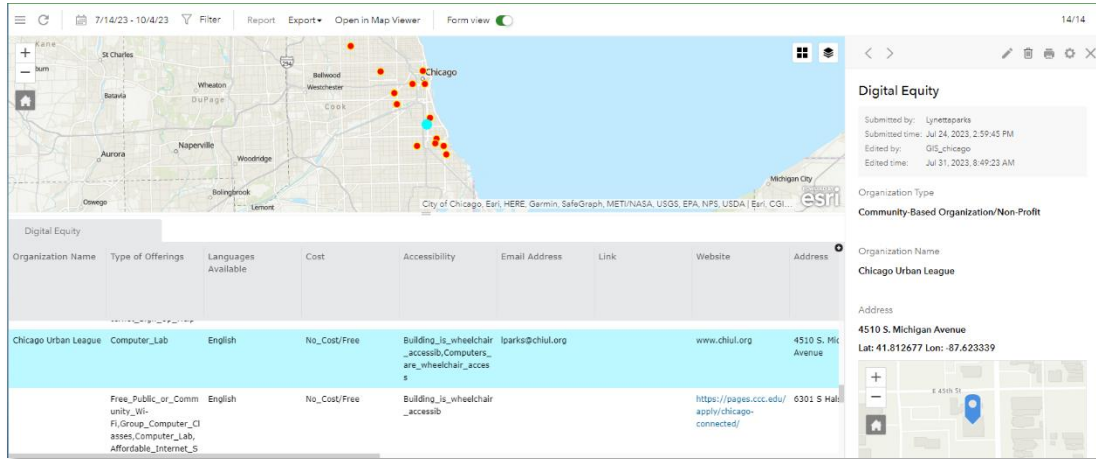11. Choose **"Form View"** to edit your entry.

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

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.