## **Accessing Data on MycoPortal**

**Public Access:** searches can be performed by anyone and searches can be made within all collections on portal. Some information, (i.e. pertaining to protected species) may be withheld.

Navigate to <a href="http://mycoportal.org/portal/index.php">http://mycoportal.org/portal/index.php</a> in your browser.

Select Search Collections from the Specimen Search tab



Select the collections from which data should be queried

Click *Next* on the right side of the window

Enter the appropriate criteria for the query to be performed Click Search on the right side of the window





Resulting records can be viewed in the web browser

To download a CSV of the results, click the Download Specimen Data icon on the top right of the page

	MYCOLOGY COLLECTIONS PORTAL											
Home	Specimen Search	Images	Flora Projects	Agency Floras	Dynamic Floras	Additional Portals	Resources		Log In New Accour	nt Sitemap		
Home >> Collections >> Search Criteria >> Specimen Records												
	Species List			Occ	Occurrence Records			Maps				
	Dataset: All Colle Search Criteria:											
See Results in Table View							Copy URL to These Results					
	12345678910 >> Last							Pag	ge 1, records 1-100 of 5066			
	Brigham Young (	Jniversit	y, S. L. Welsh	Herbarium								

**Account Access:** searches can be performed only by those with account access and are logged in. Will only display records within specific collection being accessed. All available information will be included.

Log in to MycoPortal

Navigate to My Profile, Specimen Management, Sam Mitchel Herbarium of Fungi (DBG DBG)

Open the Processing Toolbox, and navigate to the Exporter Tab

Add search criteria and click Download Records to download a CSV

