

# 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 <http://mycoportal.org/portal/index.php> 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



**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



