

The Humanitarian Data Exchange:

Guide to Getting Started

The [Humanitarian Data Exchange](#) (HDX) is a platform for sharing humanitarian data. To share data publicly or privately, you will need to take the following steps:

1. Register for an Account

- Click on the “[Sign Up](#)” button on the upper right corner of the page.
- Fill in the form and create a profile (use all lowercase usernames)

2. Request to create an Organization in HDX

- As soon as you create a user account, two buttons will appear. If your organization already exists on HDX, click on “[Find my Organization](#)”. Otherwise, click on “[+ Request New Organization](#)”.
- If you are creating an organization, fill in the request form and click “Submit”. The HDX Team will evaluate your request and get back to you as soon as possible.
- If you are joining an existing organization, e.g. UNMEER, click on that organization name and then click on “[Request Membership](#)”. The administrator of that organization will review the request and get back to you.

Organizations have three user roles:

| Administrator | Editors | Members |
|---|--|--|
| Can add, edit, and delete datasets and accept or refuse new members | Can add and edit datasets, but cannot delete datasets or manage membership | Can view the organization’s private datasets, but cannot add new datasets or manage membership |

3. Submit Data

- Once you become a member of an organization, you can submit data. To submit data click on the "[Submit Data](#)" button at the top of the screen.
- **Location:** You can select multiple countries to associate the data with.
- **Metadata:** Fill in the title, source, and description of the dataset.
- **Visibility:** The default is to add the data for private viewing (available to members of your org). If you want to share publicly, choose 'public' under the visibility tab.
- **Tags:** Be sure to add tags to the data so others can easily find it (e.g. 'ebola' or 'health').
- **Licenses:** Select a data license or just put "Other". You can share data in HDX under the following licenses:

1. **Creative Commons Attribution for Intergovernmental Organisations (CC BY-IGO):** Under the CC BY-IGO license, you are free to share (copy and redistribute the material in any medium or format) and or adapt (remix, transform, and build upon the material) for any purpose, even commercially.
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4. **Public Domain/No restrictions (CC0):** Under the terms of this license you are free to use the material for any purpose without any restrictions.
5. **Multiple Licenses:** The dataset contains data having different licenses or terms of use. The details of these licenses or terms of use should be listed in the file.
6. **Other:** Any other license or terms of use which are listed in the description of the dataset, or in the metadata fields of the dataset, or any other place in the dataset such as a specific license or terms of use file that is included as part of the dataset files.

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| <p>If you need help, contact hdx@un.org or email Godfrey Takavarasha directly at takavarasha@un.org.</p> |
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