HOW TO PREPARE FOR THE MINI-WORKSHOP

In addition to having your own **laptop** and power cord, you should spend 25 minutes on this checklist prior to attending the workshop.

This pre-workshop set-up is required for participation in Part 2 and we will not be able to allot time to set-up during the workshop. Email your questions in advance to agoff@uoregon.edu or amunsell@uoregon.edu.

Confirm basic software environment

OPERATING SYSTEM & NETWORK REQUIREMENTS

- ☐ Windows and Mac OS are both acceptable
- ☐ Connection to Wi-Fi
- ☐ Connection to institutional VPN (*may be required*)

SPREADSHEET EDITOR

- ☐ Have access to Excel or Google Sheets

TEXT EDITOR (OPTIONAL)

- ☐ Windows: Download Notepad ++ or similar
- ☐ Mac OS: Download BBEdit or similar

Install the Postman application

- ☐ Download and install the desktop application
- ☐ Create a free personal account on Postman

Confirm API access to ArchivesSpace

- ☐ Determine your institution's URL for API access. This will be specific to your institution, but generally comes in one of three basic forms:
    - o Form 1: [ASpace Staff Interface URL]/api/
        - ▪ Example: https://archives.uoregon.edu/api/
    - o Form 2 (for LibraryHost hosted instances): [Beginning of ASpace URL]-api.libraryhost.com/
        - ▪ Example: https://nwfolklore-api.libraryhost.com/
    - o Form 3 (older method still used in some local instances, note that it uses "http" instead of "https" at the beginning of the URL): http://[ASpace url]:8089/
        - ▪ Example: http://archives.uoregon.edu:8089/

- ☐ Test your API base URL by copying it into a browser. You should see something that looks like this:

{ "databaseProductName": "MySQL", "databaseProductVersion": "8.0.28", "ruby_version": "2.5.0", "host_os": "linux", "host_cpu": "x86_64", "build": "java1.8", "archivesSpaceVersion": "v3.3.1" }

  - ○ *Note*: You may need to be on your institution's VPN to get this response, though sometimes the opposite is true. It all depends on how your institution has set up internet security.

Confirm user permissions in ArchivesSpace

- ☐ Bring your ArchivesSpace username and password
  - ○ *Note*: Your credentials cannot contain any special characters (# & % etc.) when using this process; you may want to change it for the workshop, if applicable.
- ☐ Confirm your user account has sufficient permissions to edit repository data. If you cannot edit records in your institutional ArchivesSpace, you probably won't be able to via API.