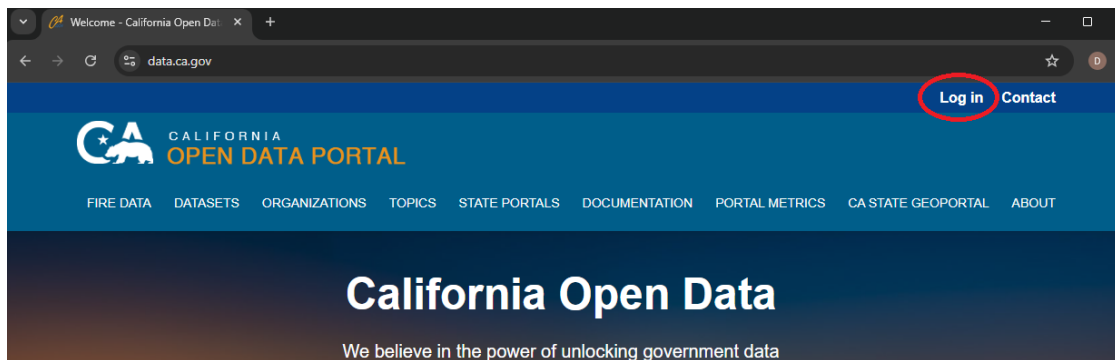


# California Open Data Portal Administration Guide for OIMA Staff

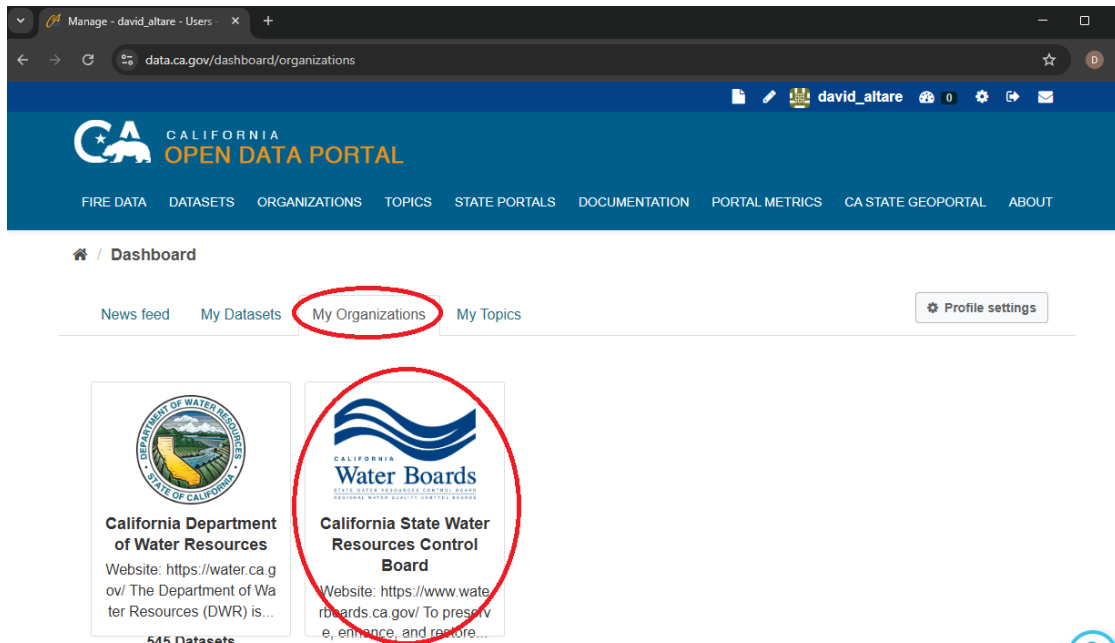
## Table of contents

This document describes how OIMA staff at the California State Water Resources Control Board can manage users and permissions in the Water Board's organization on the [California Open Data Portal](https://data.ca.gov/). These instructions assume that you are already a member of the Water Board's organizational account and have administrative rights for the account.

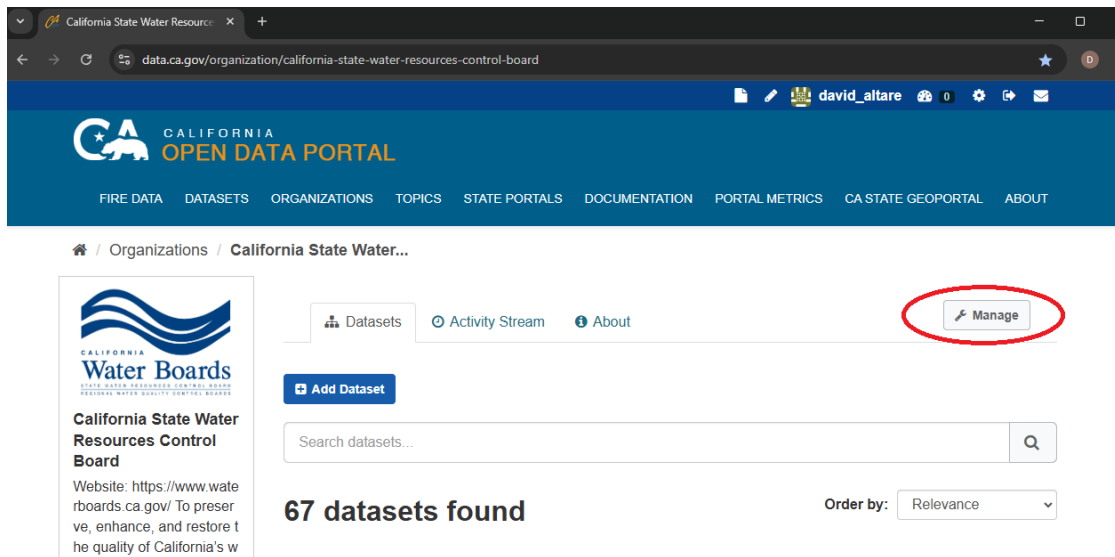
1. Go to <https://data.ca.gov/> and click on the **Log in** button at the top right of the window to log in to your user account.



2. In your account dashboard, click on the **My Organizations** tab, then click on the **California State Water Resources Control Board** icon.



3. On the organization page, click on the **Manage** button.



4. Click on the **Members** tab to manage members of the organization.

data.ca.gov/organization/edit/california-state-water-resources-control-board

CA CALIFORNIA OPEN DATA PORTAL

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Organizations

California State Water Boards  
CALIFORNIA WATER BOARDS  
STATE WATER RESOURCES CONTROL BOARD  
REGIONAL WATER QUALITY CONTROL BOARD

**California State Water Resources Control Board**

Website: <https://www.waterboards.ca.gov/> To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment,...

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Edit Datasets **Members** View

Name: California State Water Resources Control Board

\* URL: [data.ca.gov/organization/california-state-water-resources-control-board](https://data.ca.gov/organization/california-state-water-resources-control-board) Edit

Description:

Website: <https://www.waterboards.ca.gov/>

To preserve, enhance, and restore the quality of California's water resources and drinking water for the protection of the environment, public health, and all beneficial uses, and to ensure proper water resource allocation and efficient use, for the benefit of present and future generations.

You can use Markdown formatting here

5. In the Members tab, click on the **Add Member** button.

data.ca.gov/organization/members/california-state-water-resources-control-board

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Edit Datasets **Members** View

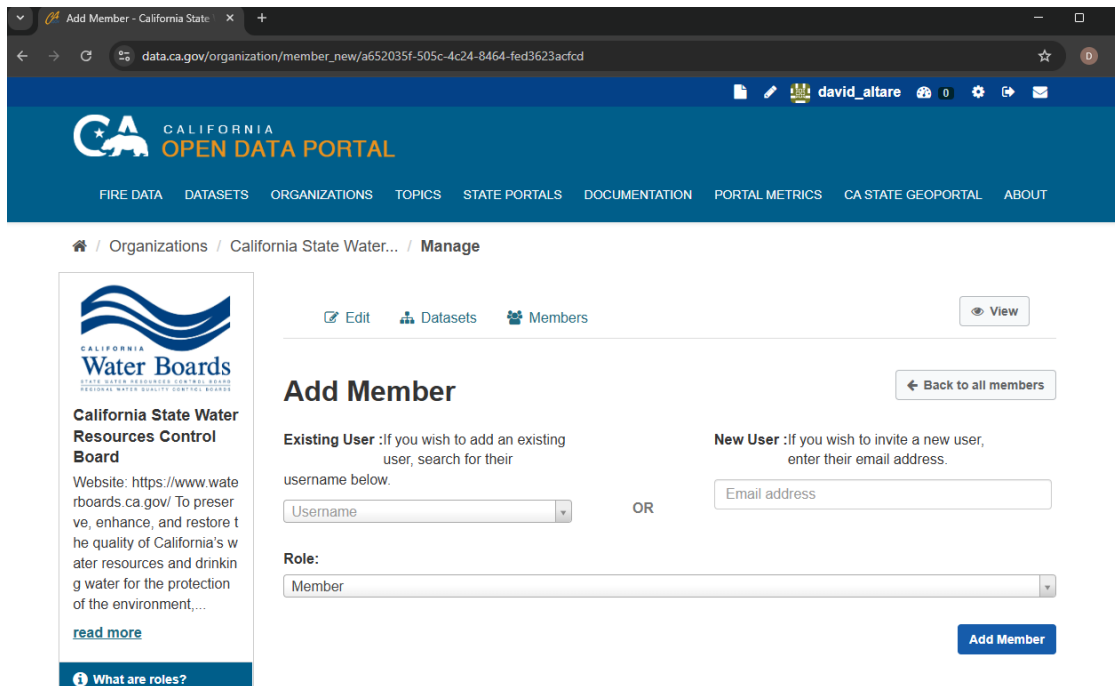
**Add Member**

32 members

User	Role
CA Open Data	Editor

6. On the **Add Member** page, you can add a member with an existing portal account by searching for an existing user (based on their username), or you can invite a new member by sending them an email invite. Select the user's access rights by selecting an option in the **Role** dropdown ('Member' can view private datasets but can't add or edit data; 'Editor' can view private datasets and add/edit data; 'Admin' can view private

datasets, add/edit data, and manage organization members). When finished, click the **Add Member** button.



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**Add Member**

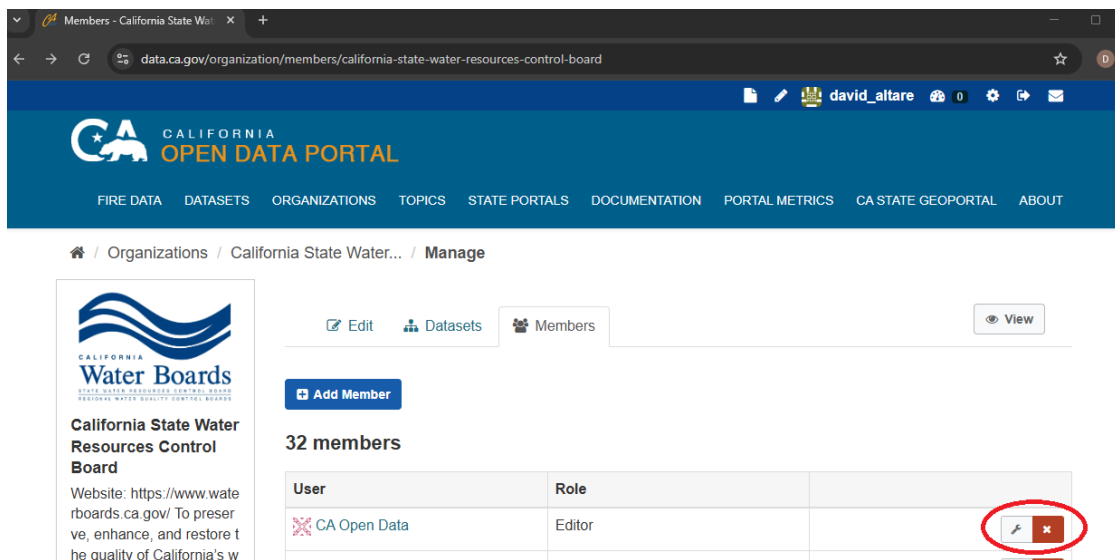
**Existing User** :If you wish to add an existing user, search for their username below.

OR

**Role:**

**Add Member**

- To change a member's access rights (i.e., Role), click on the wrench icon next to the user's name. To remove a member from the organizational account, click the red box with the 'x' icon next to the user's name.



**32 members**

User	Role	
CA Open Data	Editor	