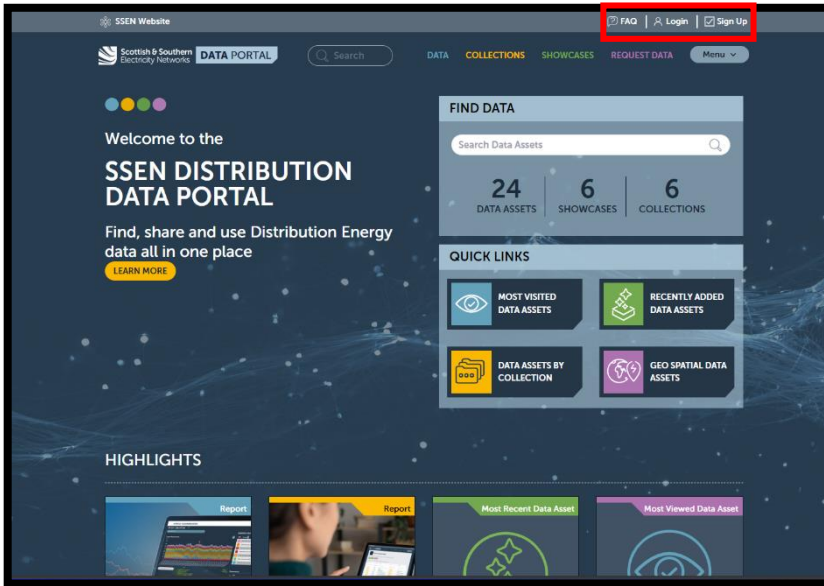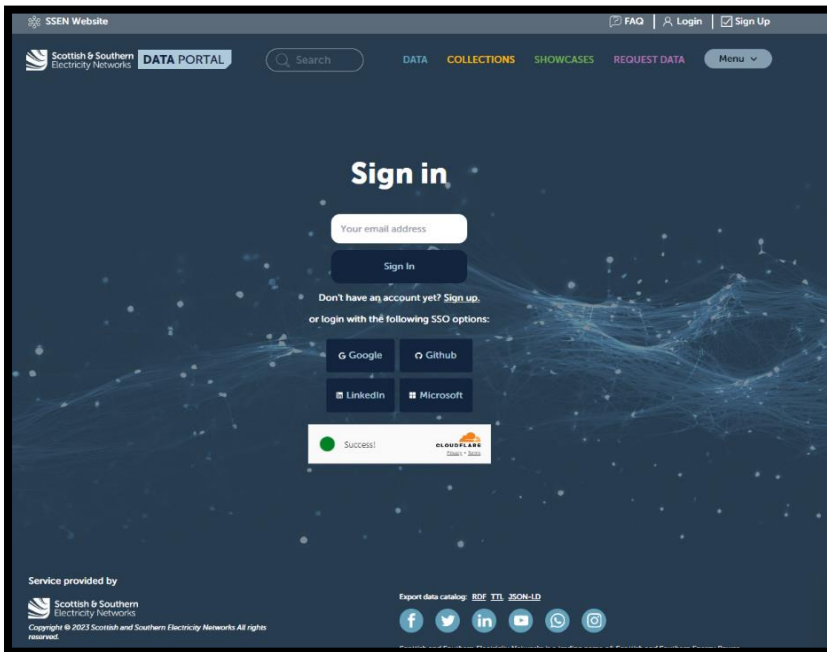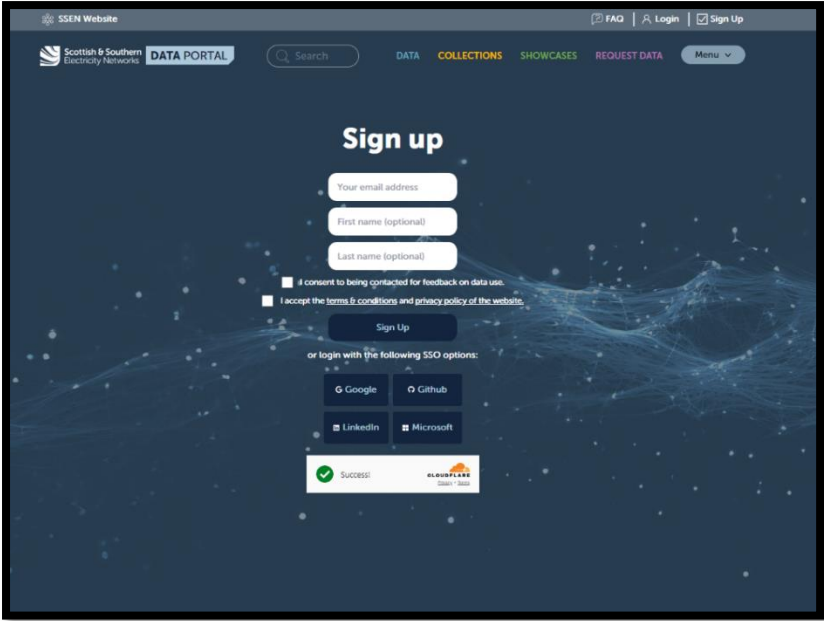## 1. How to Log onto the Portal

**Step 1**



Once you open our portal, you will be greeted this home screen. To be able to use the full capability of being able to preview and download SSEN Distributions Data you must 'login' or 'sign up' by selecting the relevant icon in the top right of the portal
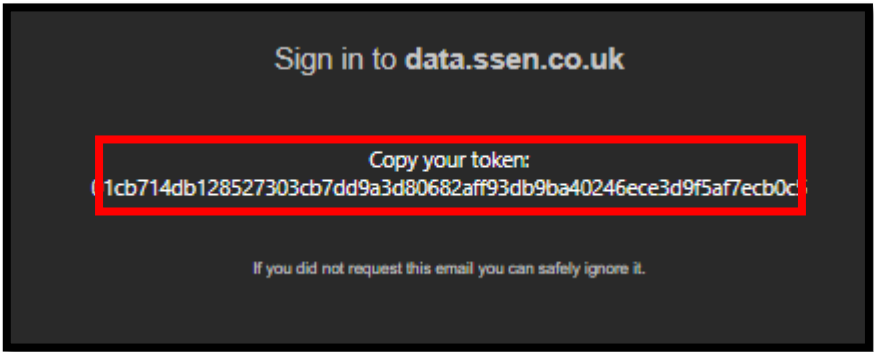
**Step 2**



If you already have an account for SSEN Distributions Data Portal, you can enter the email that you have an account within the text field.
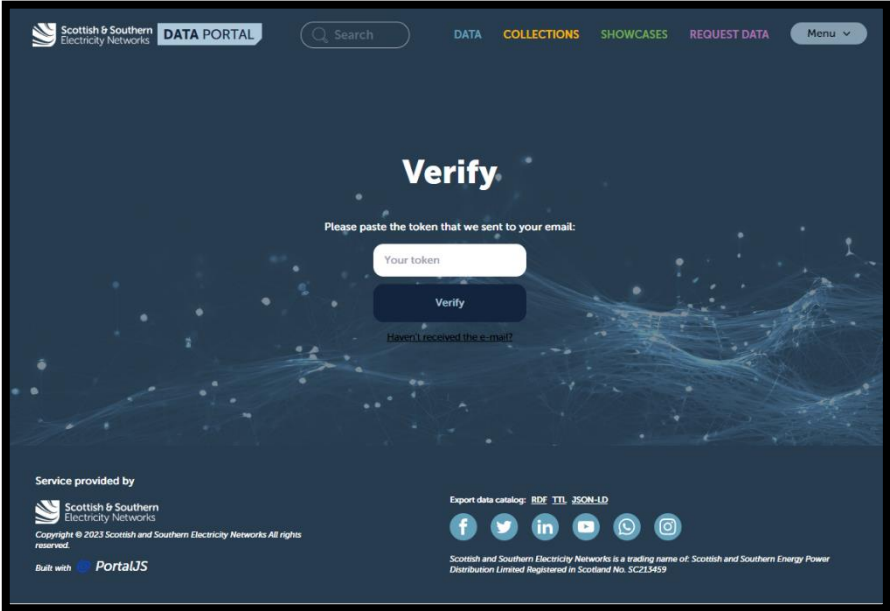
**Step 3**



Alternatively, if you have not created an account with SSEN Distribution's data portal you can select the 'sign up' button and complete the text fields as shown on the screen.

**Step 4**



Once the steps above have been completed you must copy the token that has been generated.
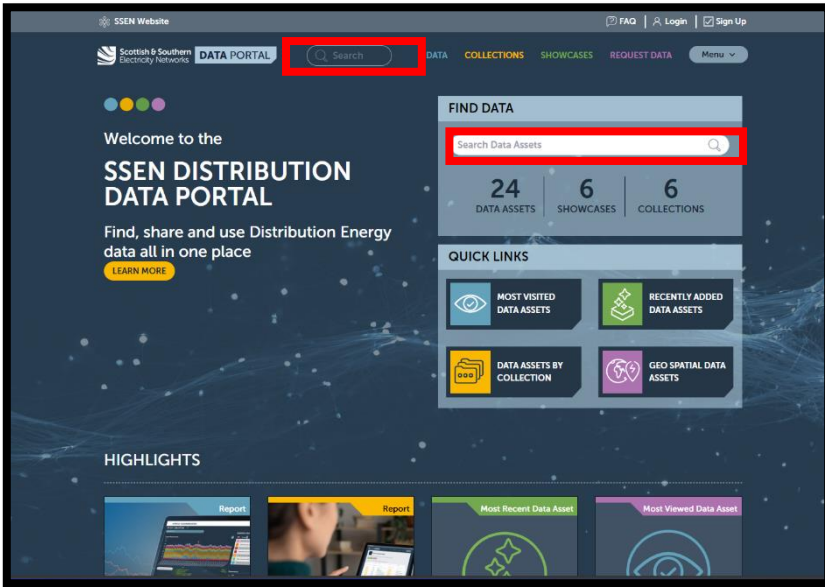
**Step 5**



The next step that you will see on our portal will be the 'verify' step this is where you will paste the token that was previously copied from your email received.

Once these steps have been completed correctly you will be able to access our portal with the capability to preview & download.
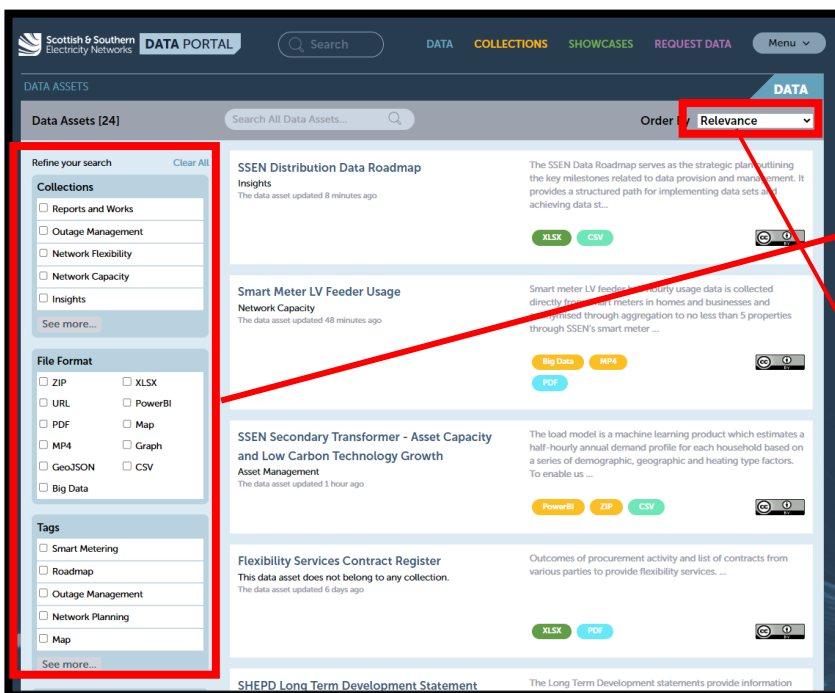
## 2. How to Search

On our home page there are **two** ways to search.

We have a quick search bar which is located in the 'find data' section this will allow you as a user to find data assets that you require.

We also have an additional search bar which is located in the upper banner of the portal.
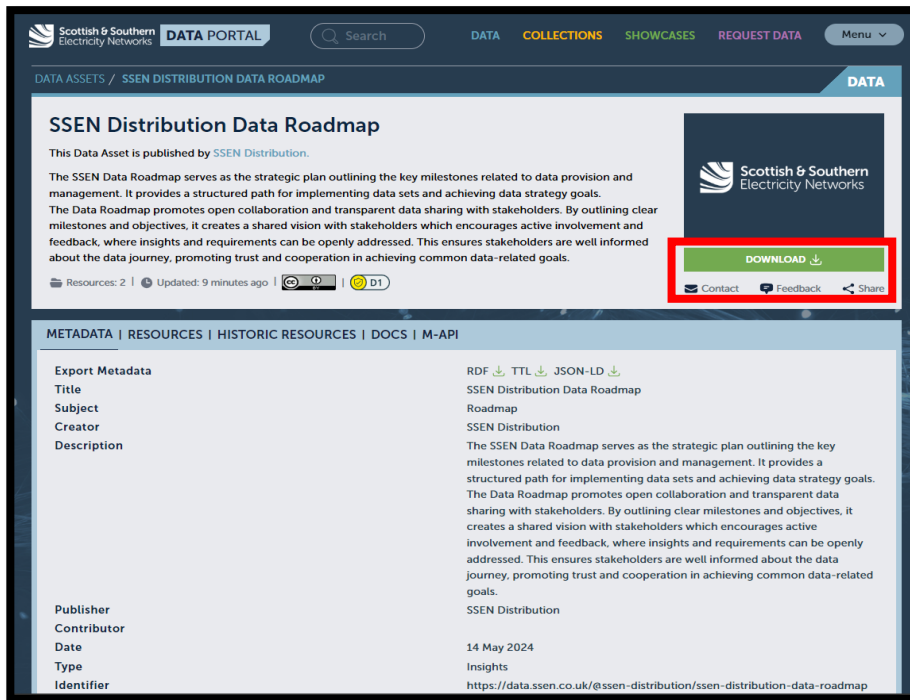
When searching on our data tab you will have the ability to refine your search further by using the fields on the left side of the screen such as refining by 'collections' 'File Format' and 'Tags'.

You will also be able to order by 'relevance' and other categories such as name ascending and descending.
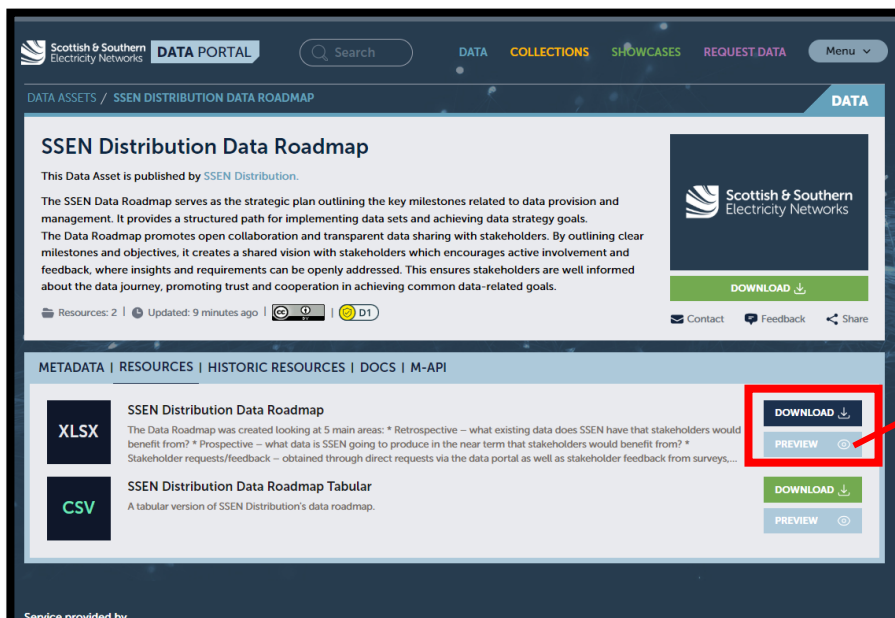
## 3. How to Preview & Download

**Step 1**



When navigating through our data assets there are a few ways in which you can download your desired data asset. Please note to download on our portal you must be logged into your Data Portal account.
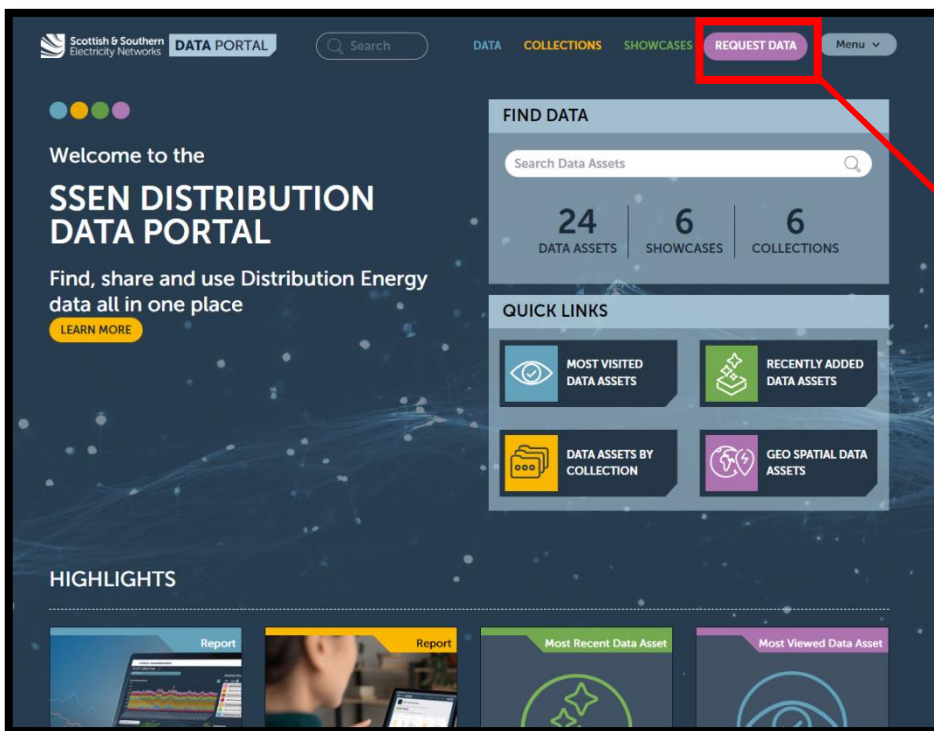
**Step 2**



An alternative way to download on SSEN Distributions Data Portal is by selecting a specific dataset and selecting download as highlighted in the image.

If you wish to use our preview function, you will also need to ensure you are signed into your data portal account. The preview button will allow you to browse through the dataset before downloading.

## 4. How To Make a Request

**Step 1**



By navigating the upper banner of our portal, you will find the 'request data' icon. Once you select this a Microsoft form will open for you as a data portal user to complete (see below)

**Step 2**



This is the Microsoft Form that will open after you have selected the request data icon. This form allows our internal team to capture all the key elements needed for your request. Please take the time to complete this and provide sufficient detail.

In addition to submitting a data request you can also use this form to provide feedback and re use.