# Uploading Resources to **NIRSA** *Habitat*

Habitat Libraries are the place where Community Members can share documents, files, photos, and much more.

Libraries serve as a repository for information and resources; share the materials that help make your program great!

1 Log on & Get Started!

☐ Head over to habitat.nirsa.org

☐ Login to Habitat with your login information
For help with your login information, contact membership@nirsa.org

☐ Not yet a NIRSA member?
Visit www.nirsa.org/membership

☐ To share a file, click on the "Add a New Entry" link in the dropdown Resources tab.

RESOURCES
- All Libraries
- Add a New Entry
- Search Library
- My Favorites
- My Documents
- Glossary ▶
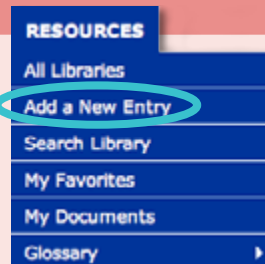
You can search for the resources by looking at a specific library or by searching for keywords among all Habitat libraries. To search for existing files in all Habitat libraries, click on the "Search Library" link in the dropdown Resources tab.

2 Add a New Entry

☐ In titling your file upload, please include the file name and the author's name and institution, separated by a semi-colon (e.g. Sample Education Session; by Jane Doe of Example University).

☐ Remember to provide a summary description of your library entry to help your colleagues easily identify the contents of your file.

☐ Select the appropriate community library from the dropdown Library Menu.

Add a New Entry

Title: Enter a title for your library entry

[   ]

Description: Enter a brief description of your library entry

[   ]
[   ]

Library: Select the library in which the library entry should be listed

[Select]   ▲▼

Entry Type: Select the type of library entry you will create

[Select Type]   ▲▼

[Next]

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3 Upload Your Files

☐ Browse your files to find the document you would like to share on Habitat and click the "Upload File(s)" button.

Upload Your Files

➕ Add Another File

	Browse	remove
	Browse	remove
	Browse	remove

Upload File(s)

4 Describe Your Files

☐ The optional title field allows you the ability to include a shortened designation for the upload.

☐ The optional description will appear as mouseover text, hovering over individual "File Names," when Habitat users scroll over them with their cursor.

Describe Your Files

File Name:

Title (optional):

Description (optional):

Previous   Finish   Next   (Next up: Add Tags and Keywords)

5 Tag Your Entry

NIRSA Members can search for resources by looking at a specific Library, or by searching for keywords among all Habitat Libraries.

☐ Tagging your entry will make your file easier for NIRSA Members to find, as they look to Habitat for best practices and other great resources.

6 Edit Your Submissions

☐ To edit your submissions, simply click on the "My Documents" link in the Resources tab to access all the files you have uploaded to date. From there you can upload new versions of a document, delete outdated versions, or make changes to a resource's title or description.

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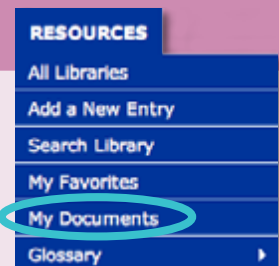
📖 The resource libraries of Event Communities, which are only accessible to registered event attendees, will be moved to the NIRSA Community Resource Library shortly after an event ends.

All NIRSA Members have access to the NIRSA Community Resource Library.

Questions? Email **habitat@nirsa.org**

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