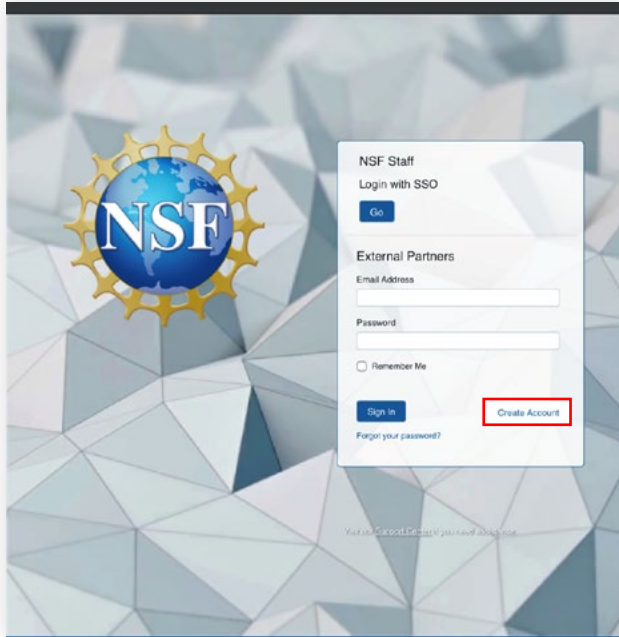


Uploading Images to the NSF Media Hub

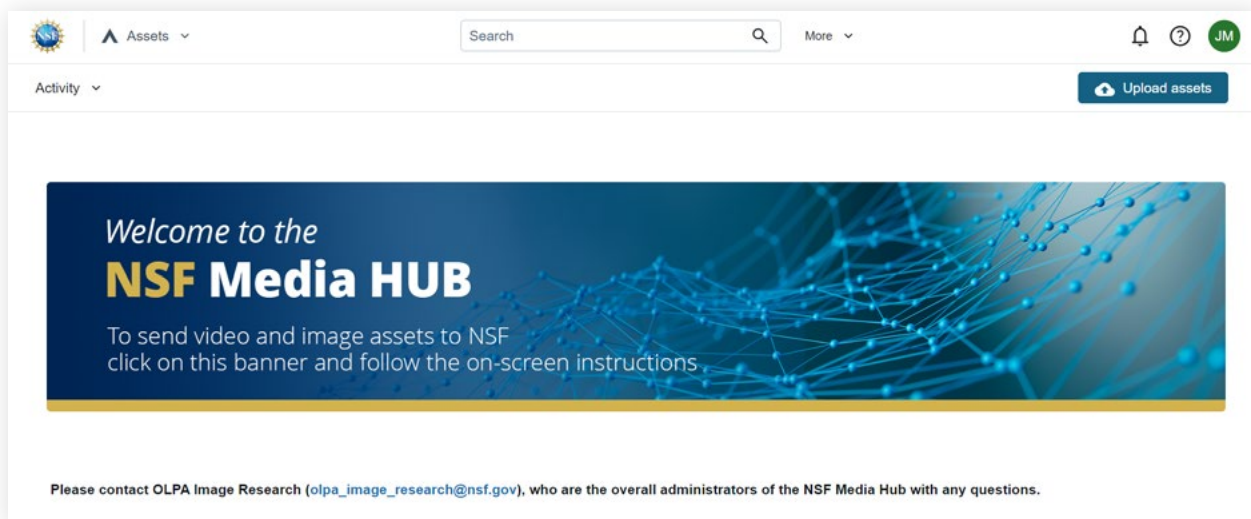
For External Users



1. To upload images to the NSF Media Hub, go to <https://nsf.widencollective.com> and click on **"Create Account"** (see image below). Users will only have access to the upload image function in the Media Hub.



2. After creating an account, log in to the Media Hub. Users will be automatically redirected to the **"Welcome Dashboard"** view shown below. Select **"Upload assets"** to start uploading.



- In **“Upload files”** page shown below, confirm that **“External User”** is selected from the dropdown menu and click the **“Next”** button.

Upload files

1 Choose details

Choose Details

Select a profile below to add pre-set details, like metadata, asset groups, categories, and collections, to the files you're uploading.

Upload profile
External User

Profile selected: External User

1 Asset groups and security permissions that will be applied.
 Asset groups: External Uploads

Next

- Enter all required metadata. For multiple image uploads, please provide a list that accompanies the uploaded images with captions and credits. Click the **“Next”** button after finished.

Upload files

1 Choose details Complete

2 Add metadata

3 Select files

4 Review and edit

Add Metadata

Add and select metadata for the files to help others find them. Fields from the upload profile you selected on the previous screen have been completed.

Metadata type Change metadata type
 External User

Primary metadata
 This is the most important information to include. We recommend adding it before selecting files.

Caption (e)

Enter a maximum of 32,000 characters.

Credit (e)

Who are these assets for?

Permission Acknowledgment
 By checking this box I am certifying that I am giving NSF permission to use and distribute the assets I am uploading on a royalty-free and non-commercial basis for news and public information purposes at NSF's discretion.

Add values
 Uploader Email(e)

Secondary metadata
 This is additional information about the files you're uploading. Some fields may be required, so you should complete those now. Come back later to complete the rest!

Title (e)

Back Next



Please ensure all required metadata fields are complete, otherwise, users will not be able to proceed to the next step.

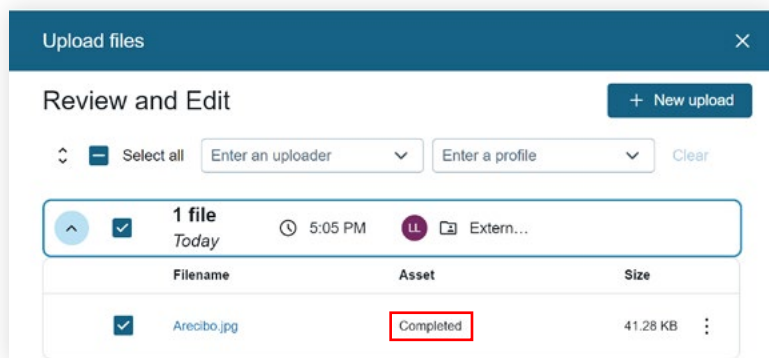
The screenshot shows the 'Upload files' interface with a progress bar on the left. The steps are: 1. Choose details (Complete), 2. Add metadata (Active), 3. Select files, and 4. Review and edit. The 'Add metadata' section contains several required fields, each with a red border and a 'This field is required.' message below it: 'Caption (e)*', 'Credit (e)*', 'Who are these assets for?*', and 'Uploader Email(s)*'. There is also a 'Permission Acknowledgment*' section with a checkbox and explanatory text. An orange error banner at the bottom right reads: 'Error Please complete all required fields.' with a close button (X).

5. Drag-and-drop the files of the image(s) users wish to upload or browse the files on their computer. Then click the **“Next”** button.

The screenshot shows the 'Upload files' interface at the 'Select Files' step. The progress bar on the left shows: 1. Choose details (Complete), 2. Add metadata (Complete), 3. Select files (Active), and 4. Review and edit. The main area is titled 'Select Files' and contains the text: 'The details from the External User profile will be applied to the files you upload.' Below this is a large light blue dashed box with a cloud and upload icon and the text 'Drop files here or browse'. At the bottom are 'Back' and 'Next' buttons. A red box highlights the 'Next' button.



- After the image upload is complete, the **“Upload Status”** will display **“Completed.”** Close the browser window.



- Once the upload is complete, the image recipient will receive an email from **OLPA Image Research** advising the file was uploaded successfully to the Media Hub.



For questions regarding the NSF Media Hub, contact OLPA Image Research at olpa_image_research@nsf.gov.