

Go To: [Heritage Data Collection](https://heritage.dcnr.alabama.gov) (https://heritage.dcnr.alabama.gov)

1. Click “Create New User”
2. Fill Out *New User Page*
(REQUIRED: *User Name*, *Password* {Must be at least 8 characters long and contain at least one number and one symbol}, *Confirm Password*, *E-mail*, *Security Question*, *Security Answer*, *First Name*, *Last Name*, *City*, and *State*)
3. Click “Create User”
4. Send e-mail to DCNR.NHSDB@dcnr.alabama.gov requesting role assignment

Once you get your role assignment, you can enter one record at a time to the [Heritage Data Collection](#) by using “Entry by Form”

Note: If you would like to keep this record from public viewing, check the box marked “Is data private?”

1. *Year* or *Month* is required.
2. Select *Genus species subspecies* from drop down list or select “New Species” if your organism is not on the list.
Note: If only the *Genus* is known, choose ‘*sp.*’ from the drop down list. If you choose “New Species”, the *Genus* is required.
3. Select *Collection Method* from drop down list or select “New” if your method is not on the list.
4. A form of location is required. Choose which form(s) of location you would like to complete by checking the box(es), then click “Refresh Locations” at the bottom. Complete the location information, then click on “Save Data”.

You can also submit multiple records at a time to the [Heritage Data Collection](#) by using “Upload Data File”

Note: If you would like to keep these records from public viewing, check the box marked “private”.

1. Create a file in Excel, Access or another similar application following the guidelines for columns found in “Field Descriptions”. Once this file is created, save the file as a .csv file.
2. Browse to your comma delimited .csv file.
3. Click “Continue”
Note: After submission, check “Submission History” to see if your submitted data contained any errors. If it did contain errors, go to “Error Report” to download the error file. See “Correcting Errors” on how to download the error file and resubmit your corrected data file.

