

Logging in to Digital Archive

In order to edit records on your History Trust Digital Archive site you must login. In order to login you need to know the URL and your username.

Which Site URL?

Each organization in the History Trust has a website for its organization. It also has a website where its History Trust Digital Archive records live. To edit Digital Archive records you will be logging into your organization’s Digital Archive URL—column C below. You will note the digital archive site URL’s end in .net

A	B	C
Organization Name	Organization Website URL	Organization Digital Archive URL
Bar Harbor Historical Society	barharborhistorical.org	Not yet assigned
Bar Harbor Village Improvement Association	barharborvia.org	barharborva.net
College of the Atlantic	coa.edu	digitalcollections.coa.edu
Great Cranberry Island Historical Society	gchis.org	gcihs.net
Great Harbor Maritime Museum	facebook.com greatharbormaritimemuseum	greatharbormm.net
Islesford Historical Society	islesfordhistory.org	islesfordhistory.net
Jesup Memorial Library	jesuplibrary.org	jesuplibrary.net
Maine Seacoast Mission	seacoastmission.org	seacoastmission.net
Seal Cove Auto Museum	sealcoverautomuseum.org	sealcoveautomuseum.net
Southwest Harbor Historical Society	swlhs.org	swlhs.net
Tremont Historical Society	tremontmainehistory.us	tremontmainehistory.net
Mount Desert Island Historical Society	mdihistory.org	mdihistory.net

Which Username?

Anyone editing records on the Digital Archive needs to have a unique username.

If you do not already have a Digital Archive username, ask whoever is in charge of your digital archive site (your “Superuser”) to create one for you. If unsure who that is ask Pauline at: pangione@gmail.com. It is important that each user have a unique username and password.

You will get be assigned an initial password. If you need to change it or if you lose it, contact your superuser. Keep your username and password in a safe place. Do not share it.

The Login Process

Before You Login

When you arrive at your organization's digital archive site you will see a screen something like the one below. We have searched on the term "cap".

Note:

- There is no black bar at the top of the page
- There are two retrieved items for our search on "cap"
- At the lower right corner it says: Created by AvantLogic - Login

The screenshot shows the Great Harbor Maritime Museum website with a search bar containing the word "cap". Below the search bar, there are two search results. The first result is titled "Yachting Cap worn on A. Atwater Kent, Jr.'s boats" and includes a photo of a blue and white yachting cap. The second result is titled "Photo-Essay of Last (1942) Voyage of Coal Schooner 'Rebecca R. Douglas'" and includes a photo of a newspaper clipping. The page also features a "Refine Your Search" sidebar on the left and a footer with the text "© 2021 Great Harbor Maritime Museum" and "Created by AvantLogic - Login".

Click on Login

You will see a screen like this:

The screenshot shows the Great Harbor Maritime Museum website with a search bar containing the text "Enter keywords to search for". Below the search bar, there is a "Log In" section with a form containing fields for "Username", "Password", and "Remember Me?". A "Log In" button is located below the form. The page also features a footer with the text "© 2021 Great Harbor Maritime Museum" and "Created by AvantLogic - Login".

Note: Both Username and Password are case-sensitive. Capital vs. lower case letters are important.

- Type your username in the Username
- Type your password

After You Login

You will see a screen like this.

Note:

- There is a black bar at the top of the page
- The black bar says: Add a new item, your name and Logout
- There are three retrieved items for our search on “cap”
- At the lower right corner it says: Created by AvantLogic - Logout

The screenshot shows a web browser window displaying the search results for 'cap' on the Great Harbor Maritime Museum digital archive. The page features a search bar at the top with the query 'cap' and a search button. Below the search bar, there are navigation links for 'Recent Items', 'Help', and 'Advanced Search'. The main content area shows three search results:

- Yachting Cap worn on A. Atwater Kent, Jr.'s boats**: Item ID 2020.11.01, Type: Object, Clothing, Cap, Sport Cap, Yachting Cap. Subject: Recreation, Yachting. Creator: Zaidel & Co. Place: Mount Desert, Northeast Harbor. Score: 89.26.
- Milk Bottle with Bordeaux? Paper Cap**: Item ID 1310, Type: Object. Score: 79.09.
- Photo-Essay of Last (1942) Voyage of Coal Schooner "Rebecca R. Douglas"**: Item ID 1147, Type: Publication, Literary, Essay. Subject: Businesses, Coal and Oil Business, Vessels, Ship, Sailing Ship, Schooner. Creator: Chanler - Bronson W. Score: 3.70.

Each result includes a thumbnail image and a brief description. The page also includes a 'Refine Your Search' sidebar on the left and a 'Save these search results as a PDF file' link at the bottom.

Why Are There Now Three Items Visible?

We will come back to this in detail in other lessons, but the Milk Bottle cap is not a public item yet in Digital Archive. You can only see it if you are logged in.

Add an Item

The next step is to click on Add a new item in the black bar.

For details on how to add a new item please see:

- [CreatinganItem in HTDA.pdf](#) in the training materials on the HistoryTrust.org site

###

Feedback on these training materials is *always* welcome. Send email to pangione@gmail.com