

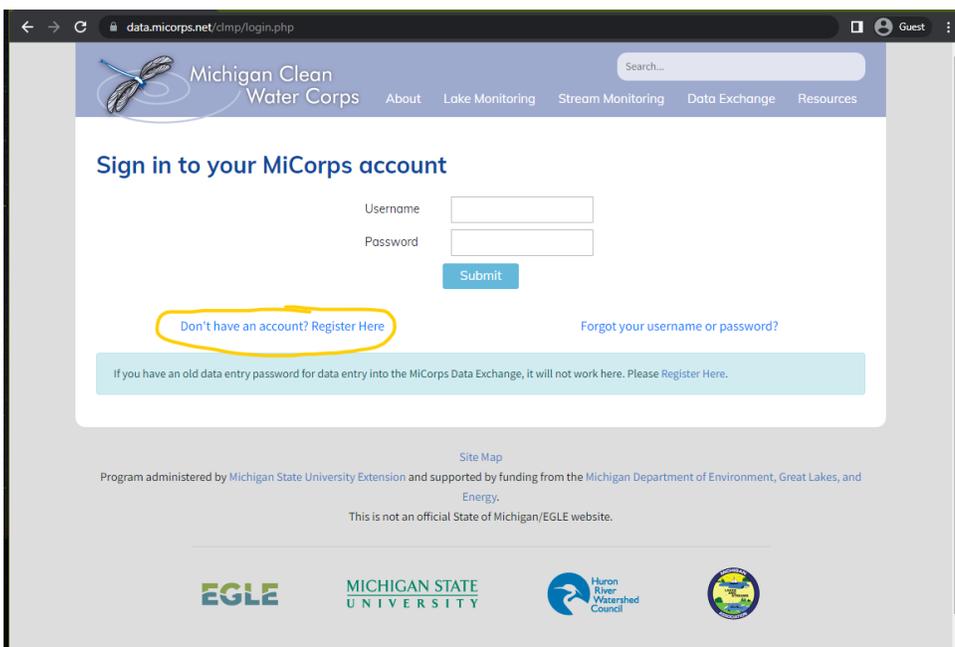
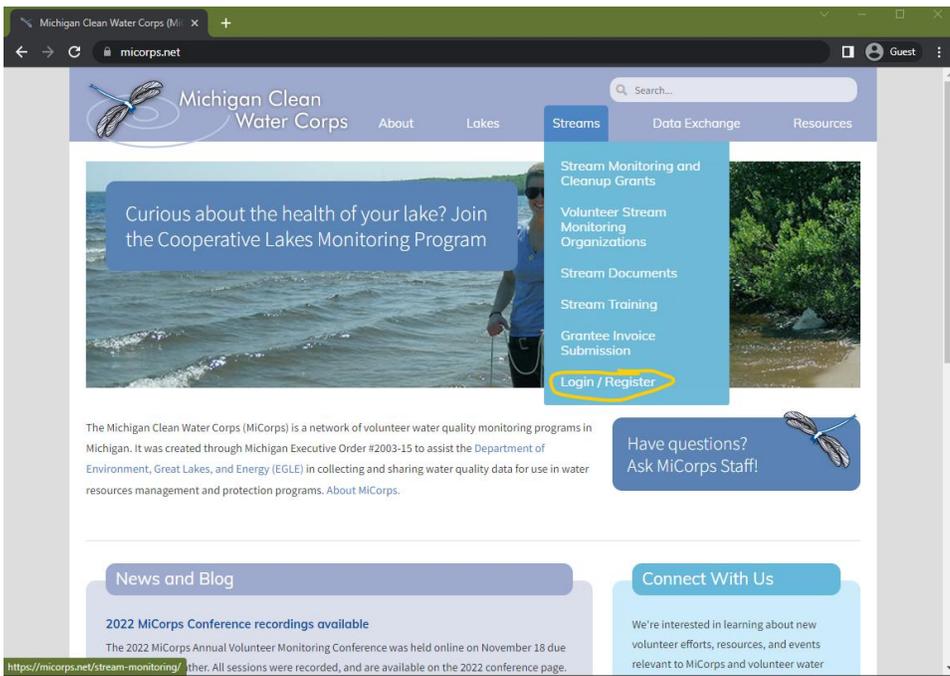


## Entering Stream Data into the MiCorps Data Exchange (MDE)

December 2022

### STEP 1. Make an account

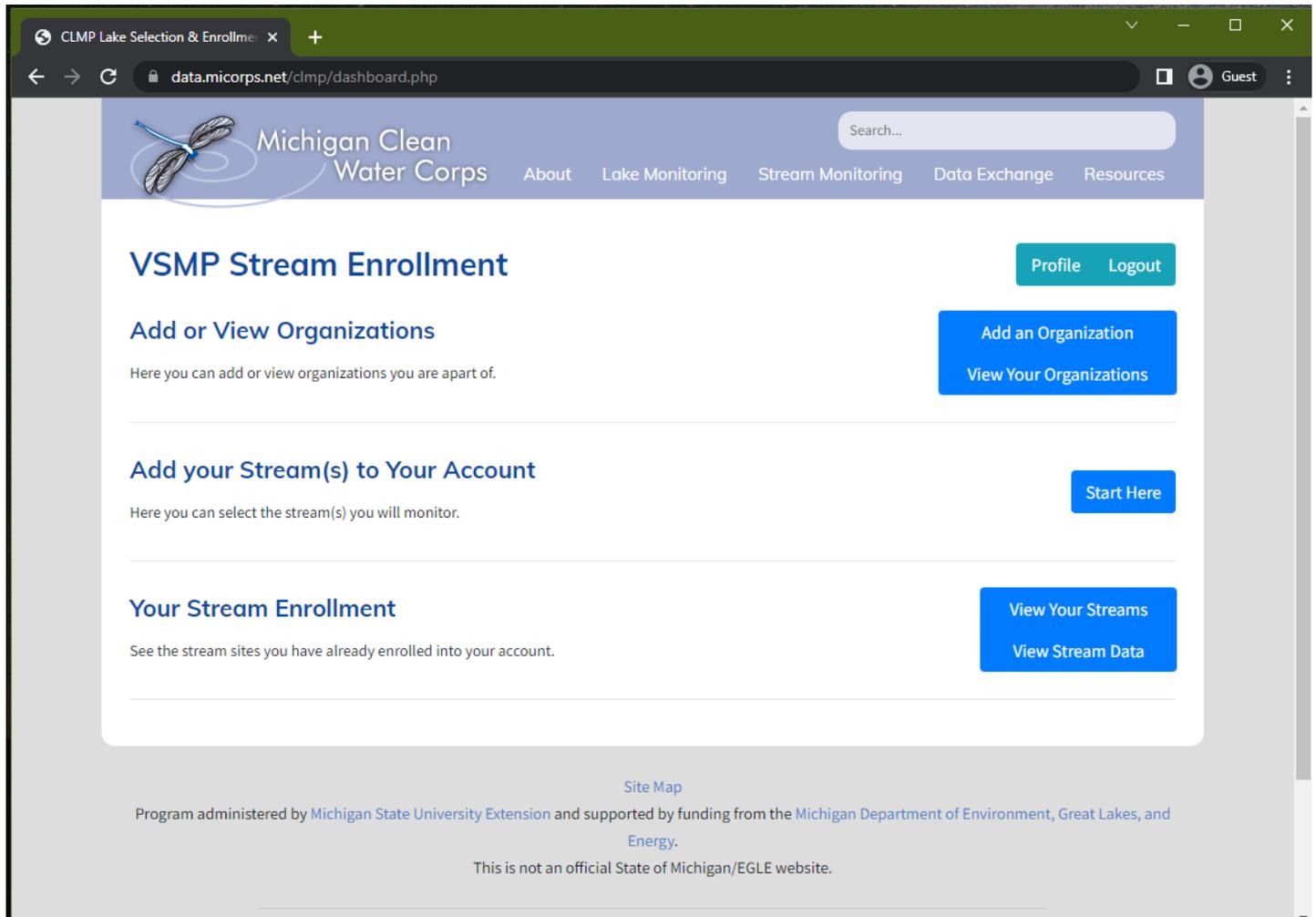
You need a MiCorps account to enter stream data. Any old login (made earlier than 2022) will NOT work and will give you errors. To make an account, go to micorps.net and look in the Streams drop down menu.



## STEP 2. Go to the Dashboard.

Once you make an account, you will be sent to your Dashboard, where you can do several things that we will go over in the next steps. If you ever get lost and need to go back to the dashboard, go back to the Streams drop down menu and reselect "Login" and it will take you to your Dashboard.

### Dashboard View



The screenshot shows a web browser window with the URL `data.micorps.net/clmp/dashboard.php`. The page header features the Michigan Clean Water Corps logo and navigation links: About, Lake Monitoring, Stream Monitoring, Data Exchange, and Resources. A search bar is located in the top right. The main content area is titled "VSMP Stream Enrollment" and includes a "Profile" and "Logout" button. Below this, there are three main sections: "Add or View Organizations" with "Add an Organization" and "View Your Organizations" buttons; "Add your Stream(s) to Your Account" with a "Start Here" button; and "Your Stream Enrollment" with "View Your Streams" and "View Stream Data" buttons. The footer contains a "Site Map" link, program administration information, and a disclaimer: "This is not an official State of Michigan/EGLE website."

CLMP Lake Selection & Enrollment x +

data.micorps.net/clmp/dashboard.php

Search...

Michigan Clean Water Corps

About Lake Monitoring Stream Monitoring Data Exchange Resources

## VSMP Stream Enrollment

Profile Logout

### Add or View Organizations

Here you can add or view organizations you are apart of.

Add an Organization

View Your Organizations

### Add your Stream(s) to Your Account

Here you can select the stream(s) you will monitor.

Start Here

### Your Stream Enrollment

See the stream sites you have already enrolled into your account.

View Your Streams

View Stream Data

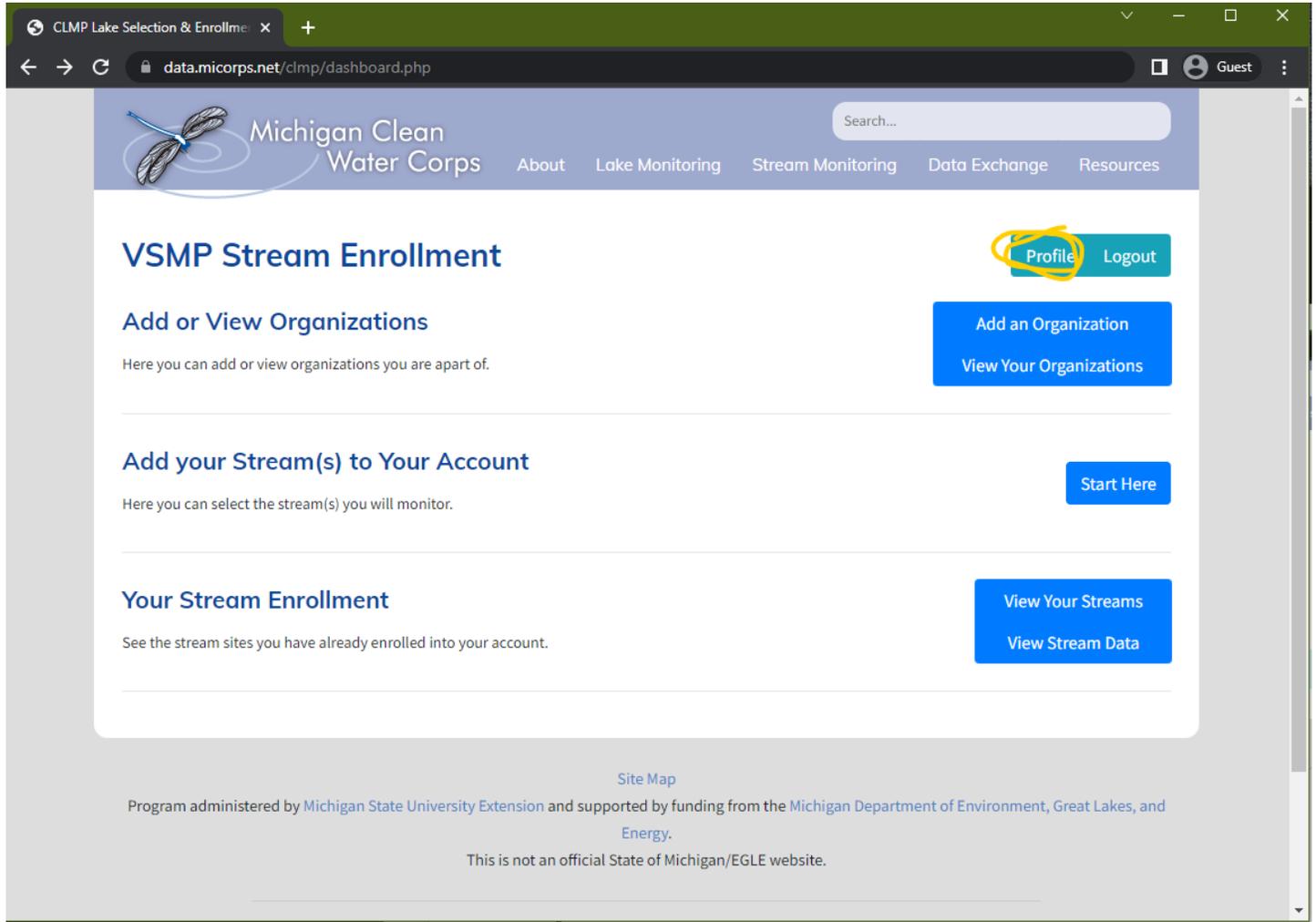
[Site Map](#)

Program administered by [Michigan State University Extension](#) and supported by funding from the [Michigan Department of Environment, Great Lakes, and Energy](#).

This is not an official State of Michigan/EGLE website.

### STEP 3. Your Profile

Clicking on the Profile button will show you all the data you entered when you made your account. You can edit it here.



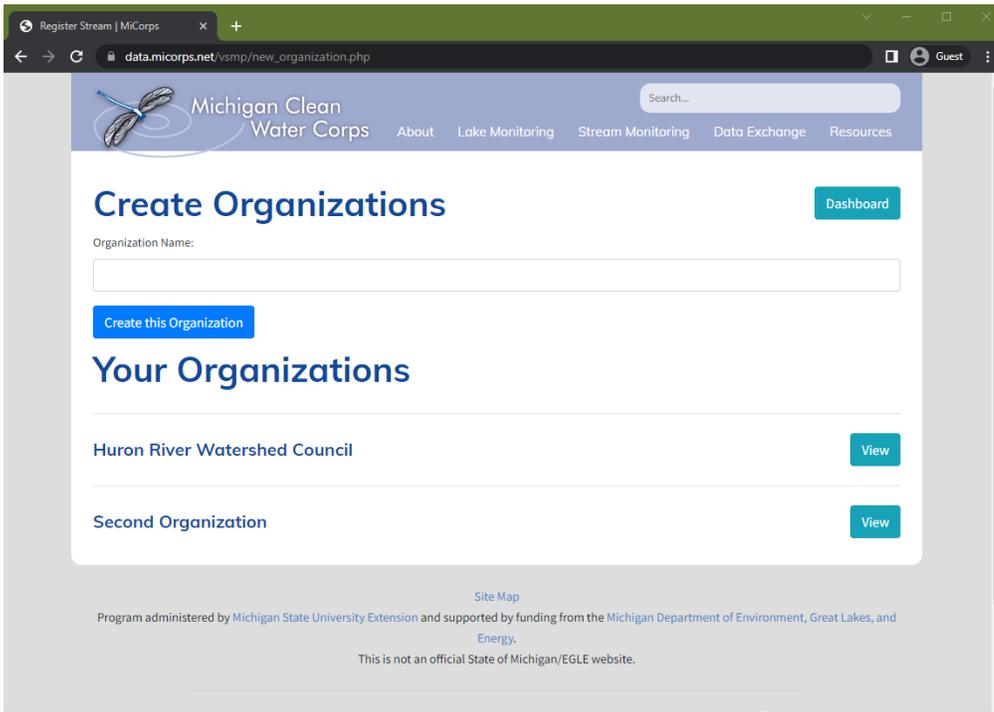
The screenshot shows a web browser window with the URL `data.micorps.net/clmp/dashboard.php`. The page header includes the Michigan Clean Water Corps logo and navigation links: About, Lake Monitoring, Stream Monitoring, Data Exchange, and Resources. A search bar is located in the top right. The main content area is titled "VSMP Stream Enrollment" and features a "Profile" button circled in yellow, along with a "Logout" button. Below this, there are three main sections:

- Add or View Organizations**: Includes the text "Here you can add or view organizations you are apart of." and buttons for "Add an Organization" and "View Your Organizations".
- Add your Stream(s) to Your Account**: Includes the text "Here you can select the stream(s) you will monitor." and a "Start Here" button.
- Your Stream Enrollment**: Includes the text "See the stream sites you have already enrolled into your account." and buttons for "View Your Streams" and "View Stream Data".

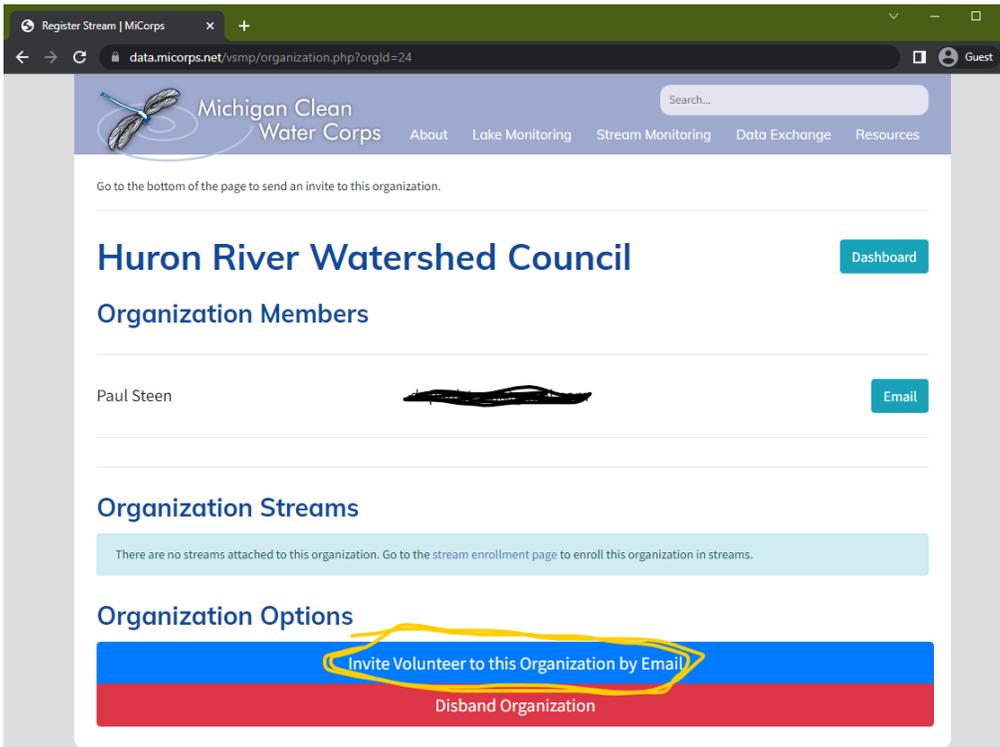
At the bottom of the page, there is a "Site Map" link, a footer note: "Program administered by Michigan State University Extension and supported by funding from the Michigan Department of Environment, Great Lakes, and Energy.", and a disclaimer: "This is not an official State of Michigan/EGLE website."

## STEP 4. Add an Organization

Your data needs to be linked to an Organization. To create an organization, click the “Add an Organization” button and type in the name. You can have multiple Organizations connected to your account. The Organization should be the group that is conducting the stream monitoring.

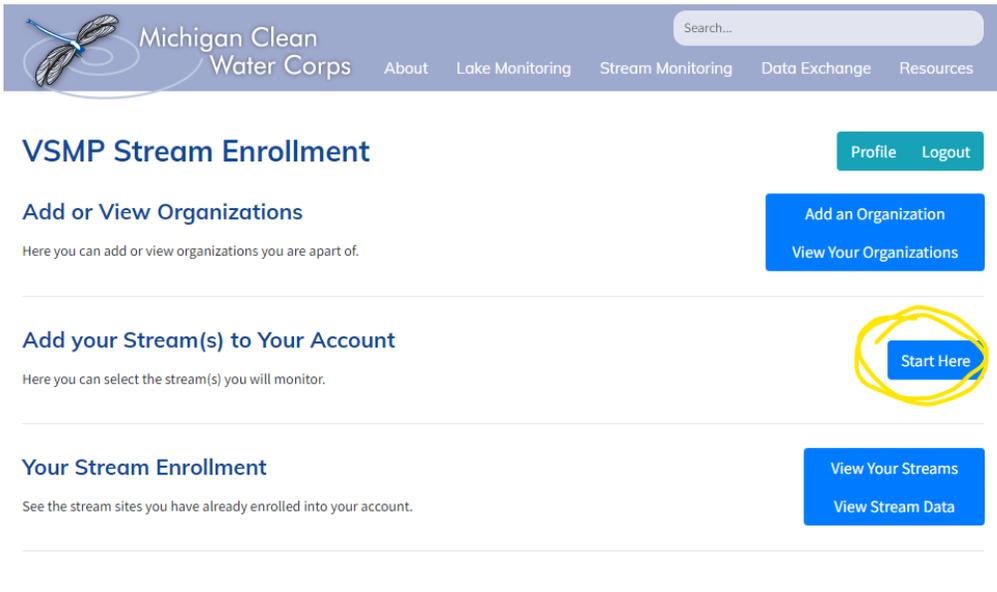


“View your Organization” to see what Stream Sites have been assigned to it. You can also invite other people to your Organization. That person will receive an email invite. They will need to make their own account before they can join your Organization.

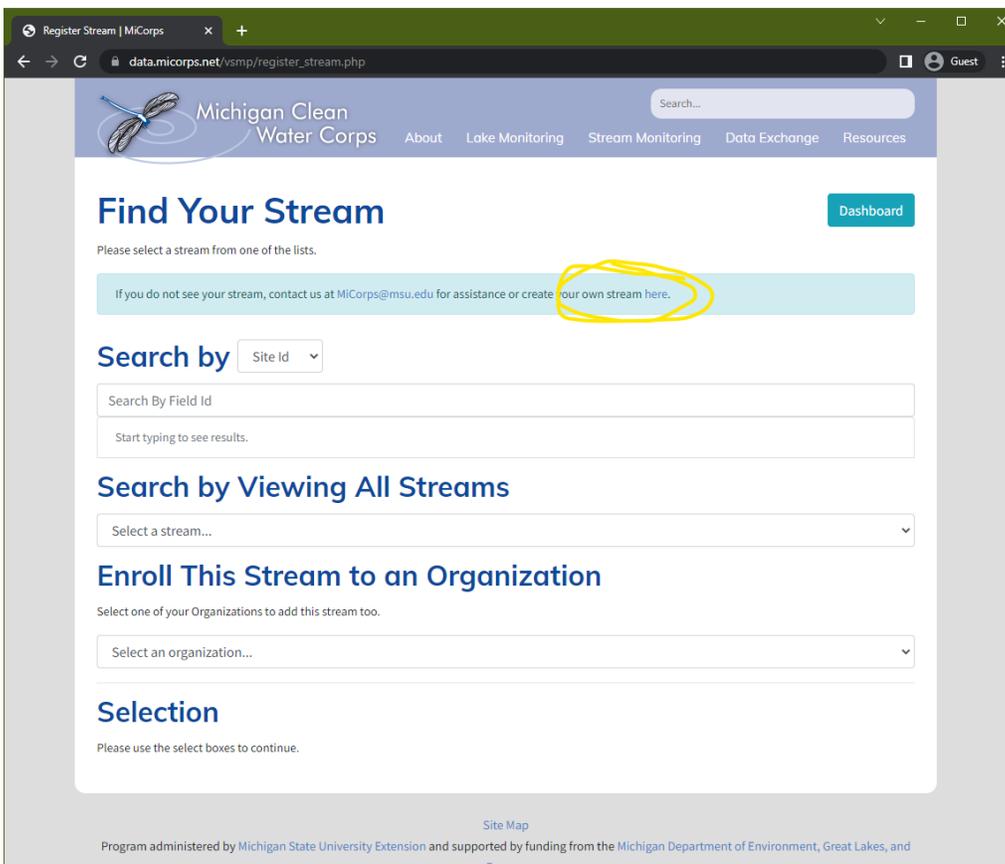


## STEP 5. Add your Stream(s) to your Account

Go back to your Dashboard. Then hit the “Start Here” button to bring up the “Find Your Stream” view below. If your stream is not yet in the MiCorps system, click the “Create your own stream here” link circled below and go to Step 6. If you already know your streams are in the MDE, then skip to Step 7.



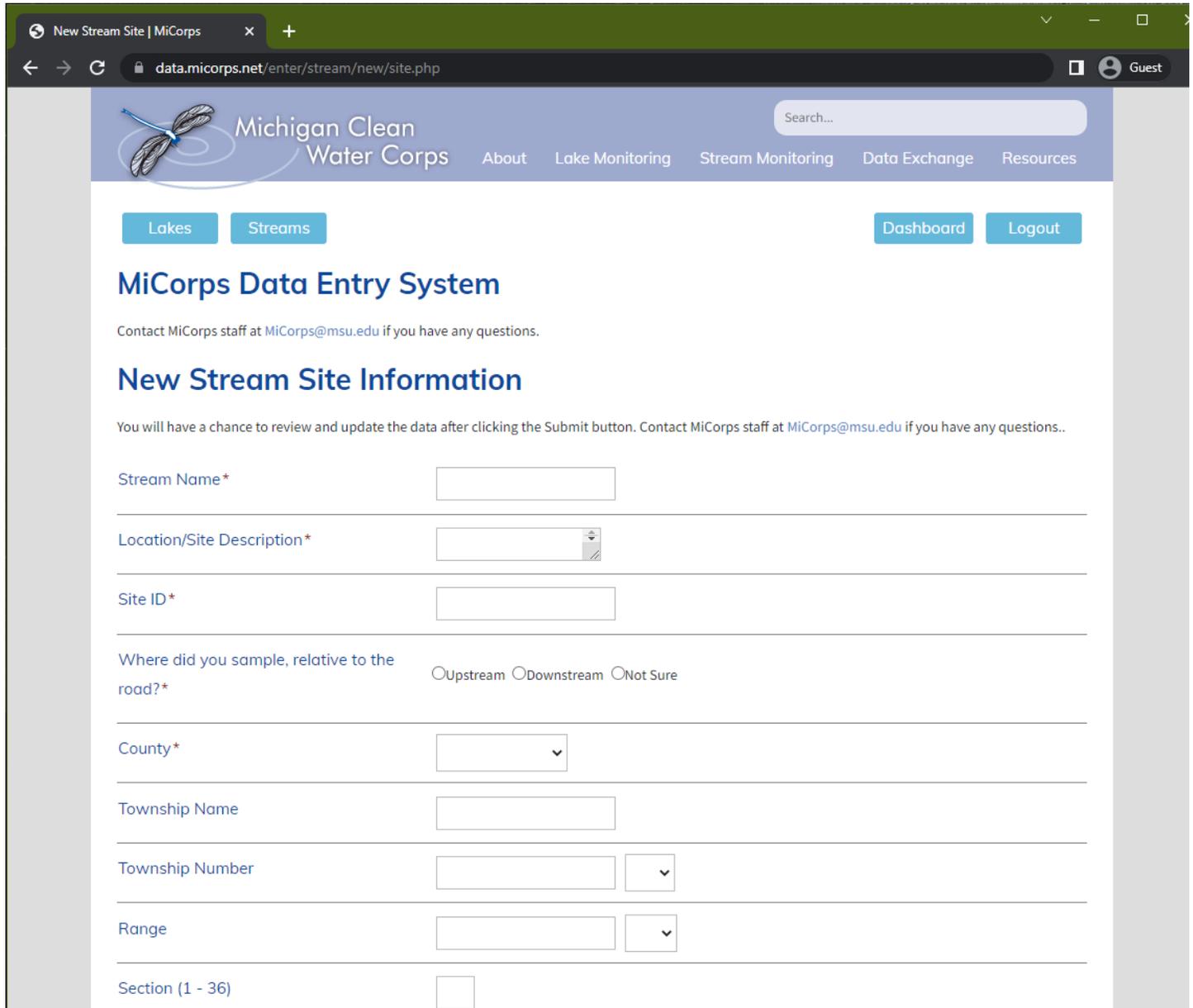
The screenshot shows the Michigan Clean Water Corps dashboard. At the top, there is a navigation bar with the logo and links for About, Lake Monitoring, Stream Monitoring, Data Exchange, and Resources. Below the navigation bar, the main heading is "VSMP Stream Enrollment". To the right of this heading are buttons for "Profile" and "Logout". Underneath, there is a section titled "Add or View Organizations" with a description "Here you can add or view organizations you are apart of." and buttons for "Add an Organization" and "View Your Organizations". The next section is "Add your Stream(s) to Your Account" with the description "Here you can select the stream(s) you will monitor." and a blue button labeled "Start Here" which is circled in yellow. Below that is the "Your Stream Enrollment" section with the description "See the stream sites you have already enrolled into your account." and buttons for "View Your Streams" and "View Stream Data".



The screenshot shows the "Find Your Stream" page in a web browser. The browser address bar shows "data.micorps.net/vsmp/register\_stream.php". The page header includes the Michigan Clean Water Corps logo and navigation links. The main heading is "Find Your Stream" with a "Dashboard" button to the right. Below the heading, there is a text prompt: "Please select a stream from one of the lists." A light blue banner contains the text: "If you do not see your stream, contact us at MiCorps@msu.edu for assistance or create your own stream here." The phrase "your own stream here" is circled in yellow. Below the banner, there are search options: "Search by" with a dropdown menu set to "Site Id", a "Search By Field Id" input field, and a "Search by Viewing All Streams" dropdown menu. The "Enroll This Stream to an Organization" section has a dropdown menu for "Select an organization...". At the bottom, there is a "Selection" section with the instruction "Please use the select boxes to continue." and a "Site Map" link. The footer contains text about the program being administered by Michigan State University Extension and supported by funding from the Michigan Department of Environment, Great Lakes, and Energy.

## STEP 6. Create a new Stream site.

Fill out this form for your stream site. Most of it is self-explanatory. However, the Site ID field is a place that can cause some confusion, because you need to make up your own Site ID. The mandatory convention for creating a Site ID is to use a prefix that identifies your organization. For example, the Huron River Watershed Council's Site IDs are listed as HRWC-1, HRWC-2, HRWC-3, and so on. Pick an acronym for your sites that no one else would use. You can ask Paul Steen for assistance ([psteen@hrwc.org](mailto:psteen@hrwc.org)) or you can go back a step to the "Find Your Stream" page and flip through the Stream sites that have already been entered in the MDE to ensure that your prefix is unique.



The screenshot shows a web browser window with the URL `data.micorps.net/enter/stream/new/site.php`. The page header includes the Michigan Clean Water Corps logo and navigation links: About, Lake Monitoring, Stream Monitoring, Data Exchange, and Resources. Below the header are buttons for 'Lakes', 'Streams', 'Dashboard', and 'Logout'. The main heading is 'MiCorps Data Entry System' with contact information: 'Contact MiCorps staff at [MiCorps@msu.edu](mailto:MiCorps@msu.edu) if you have any questions.'

### New Stream Site Information

You will have a chance to review and update the data after clicking the Submit button. Contact MiCorps staff at [MiCorps@msu.edu](mailto:MiCorps@msu.edu) if you have any questions..

Stream Name\*

---

Location/Site Description\*

---

Site ID\*

---

Where did you sample, relative to the road?\*  Upstream  Downstream  Not Sure

---

County\*

---

Township Name

---

Township Number

---

Range

---

Section (1 - 36)

## STEP 7. Create a new Stream site.

Now that your Stream exists in the database, you can go back to this page shown below. Pull up your Stream-- the easiest way to find it is to use the "Search by Field ID" bar (circled in yellow below) and type in the prefix that you attach to your Streams.

After finding your site, you also have to assign it to your Organization (circled in orange below) before hitting the blue "Add This Stream" button.

Register Stream | MiCorps

data.micorps.net/vsmp/register\_stream.php

Michigan Clean Water Corps

About Lake Monitoring Stream Monitoring Data Exchange Resources

Search...

### Find Your Stream

Dashboard

Please select a stream from one of the lists.

If you do not see your stream, contact us at [MiCorps@msu.edu](mailto:MiCorps@msu.edu) for assistance or create your own stream here.

**Search by** Site Id

Search By Field Id

Start typing to see results.

### Search by Viewing All Streams

Select a stream...

### Enroll This Stream to an Organization

Select one of your Organizations to add this stream too.

Select an organization...

### Selection

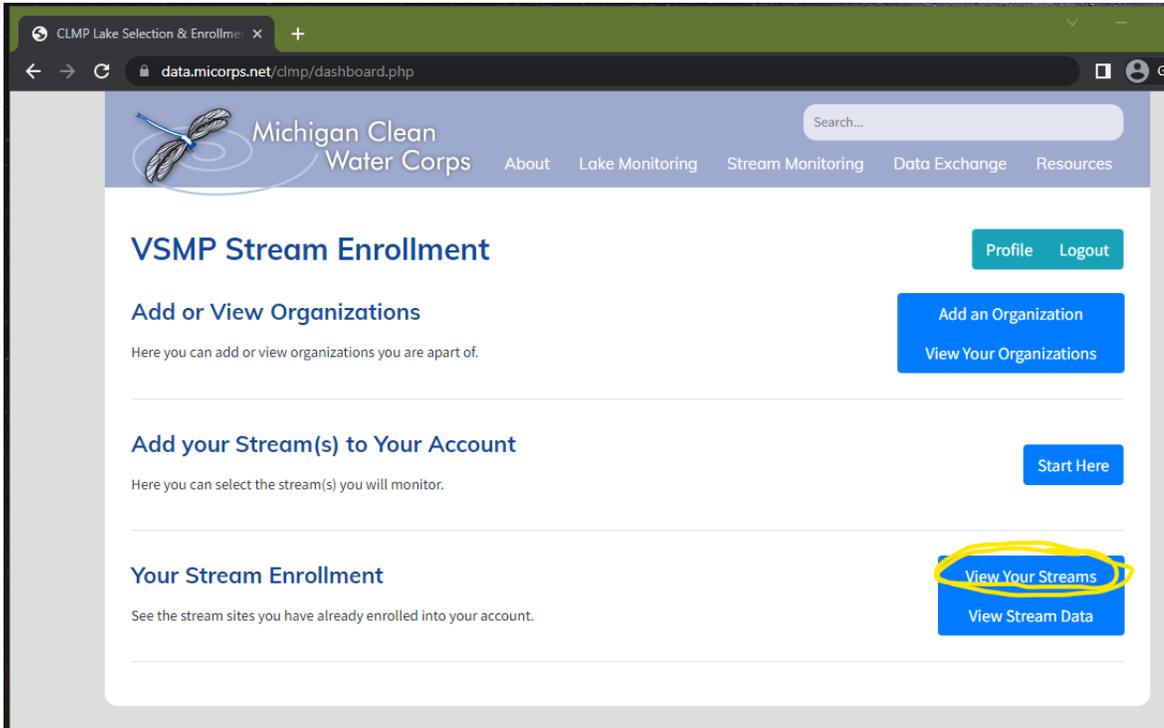
Please use the select boxes to continue.

[Site Map](#)

Program administered by [Michigan State University Extension](#) and supported by funding from the [Michigan Department of Environment, Great Lakes, and Energy](#).

## STEP 8. Enter data.

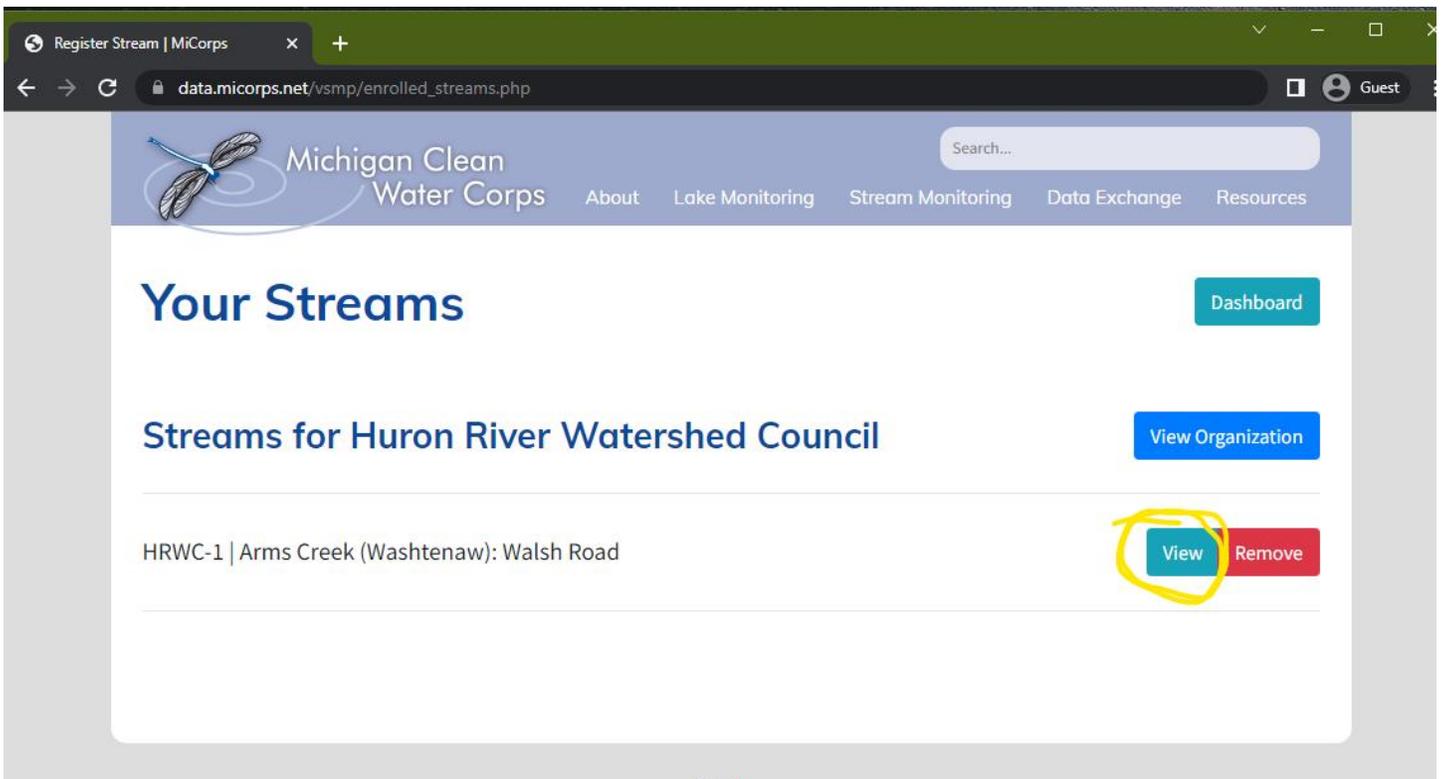
Head back to your dashboard. Click the “View Your Streams” button.



The screenshot shows a web browser window with the URL `data.micorps.net/clmp/dashboard.php`. The page header includes the Michigan Clean Water Corps logo and navigation links: About, Lake Monitoring, Stream Monitoring, Data Exchange, and Resources. The main content area is titled "VSMP Stream Enrollment" and contains several sections:

- Add or View Organizations:** Includes a description "Here you can add or view organizations you are apart of." and buttons for "Add an Organization" and "View Your Organizations".
- Add your Stream(s) to Your Account:** Includes a description "Here you can select the stream(s) you will monitor." and a "Start Here" button.
- Your Stream Enrollment:** Includes a description "See the stream sites you have already enrolled into your account." and two buttons: "View Your Streams" (circled in yellow) and "View Stream Data".

This will bring up a list of all of the Streams you have added. By clicking on the “View” button, it will give you the option to enter data for that location! Everything else is pretty self-explanatory, but you can always email for more directions! [psteen@hrwc.org](mailto:psteen@hrwc.org)



The screenshot shows a web browser window with the URL `data.micorps.net/vsmp/enrolled_streams.php`. The page header is identical to the previous screenshot. The main content area is titled "Your Streams" and includes a "Dashboard" button. Below this, there is a section for "Streams for Huron River Watershed Council" with a "View Organization" button. A list of streams is displayed, with the first entry being "HRWC-1 | Arms Creek (Washtenaw): Walsh Road". To the right of this entry are two buttons: "View" (circled in yellow) and "Remove".