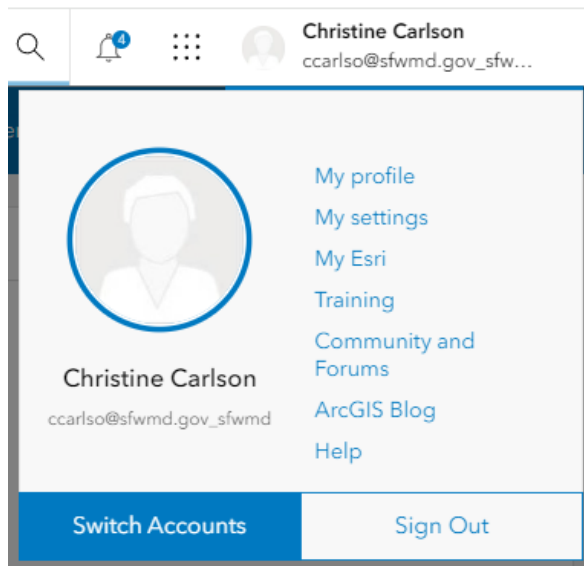# South Florida Flood Information Resource Training Guide
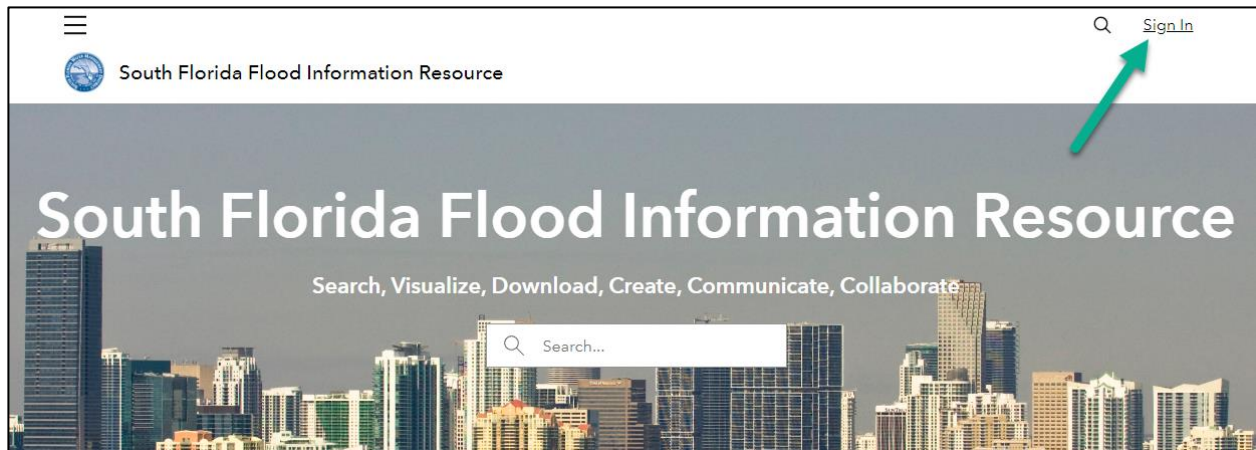
August 2024

Creating an Account

1. Open browser
2. Navigate to sfwmd.gov/FloodResource
3. Look at the top right corner of the page,
   a. **If it says, "Sign In", you are viewing Public Content**
      i. Public Applications: To open an application, click on the image next to the application description
         - Local Contact Viewer
         - Flood Observation Survey
         - Flood Information Inventory Viewer
         - Current Event Viewer
         - Other Resources
            o SFWMD Geospatial Open Data Portal
            o SFWMD Quick Maps
            o Florida Geographic Information Office
            o Florida Emergency Response Team
   b. **There are 3 "Sign In" options:**
      i. **Option 1:** Use an existing ArcGIS Online Organizational Account
         - If you belong to an organization that uses ArcGIS Online and you "Sign In" to access organizational content, you have an ArcGIS Online Organizational Account.
         - That account can be used to "Sign In" so you don't have to create another account.
         - To gain access to the Flood Repository application using this account, you will need to request that your ArcGIS Online administer open you account to the public and once that is done, we can use your ArcGIS Online Account "Name" and "User Name" to provide that access.
         - To find that your ArcGIS Online Name and User Name, please "Sign In" to your organizational account, then go to the top right corner and click on your name. The "character string" below your name is your ArcGIS Online Organizational Account username.

i. **Option 2:** Use an existing ArcGIS Online Account
   - If you use ArcGIS Online and have created an account previously, you can use that same account to access the Flood Repository application.
   - The procedure is the same as in Option 1. Sign In to ArcGIS Online using your existing account and then provide the name used and username.
ii. **Option 3:** Create a new ArcGIS Online Account
   1. Click on the **<u>Sign In</u>** button on the top right of the page.

   2. On the **"Sign In"** dialog box, scroll down to the box that says, No account? and click on the link Create a South Florida Water Management District Community Hub account.

3. Fill in the required fields with your name and email address.
4. After reading and accepting the SFWMD Community Hub Terms of Use, ESRI Master Agreement, and Esri ArcGIS Online Privacy Policy, check the boxes and **click Next**.
5. An activation link will be sent to your email. Click the link in the email to complete account activation.
6. Create username, password, and security question then **click Create account**.

Set up your South Florida Water
Management District Community Hub
account

esri

Username

The username must:

- Be between 6 and 128 characters in length
- Not include special characters other than . (dot), _ (underscore), @ (at sign), and - (hyphen)
- Not include a . (dot), - (hyphen), _ (underscore) or @ (at sign) as the first or last character of the username
- Not include spaces

Password

Password strength: **None**

The password must:

- Not match the username
- Be at least 8 characters long
- Contain at least 1 letter(s) (A-Z, a-z)
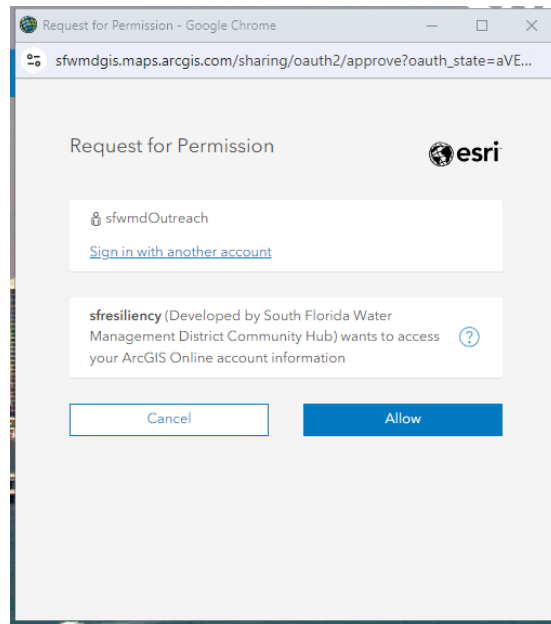- Contain at least 1 number(s) (0-9)

Retype password

Security question

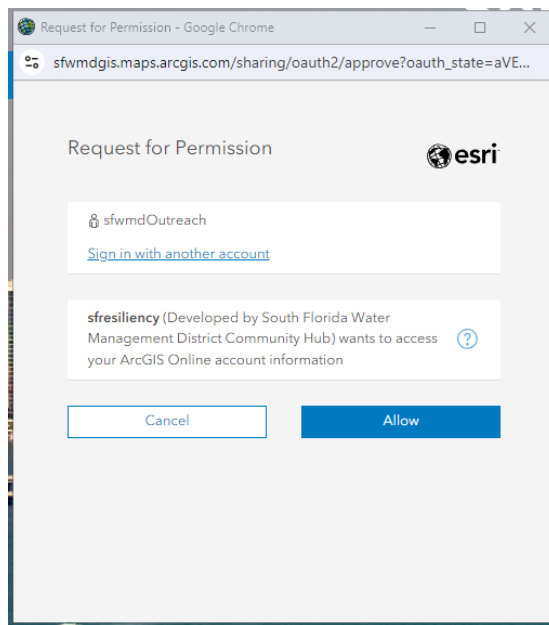Select one ⇕

Answer

Create account

7. To Sign In, **click "Sign In"** and **select "Allow"**

8. Scroll down the page to see available content. You will note that no content has been added. This is because there is a second step on the SFWMD side to grant your account access to view the Flood Repository application and/or gain access to the High Water Mark Survey.
    a. Participants who took part in the High Water Mark training will be provided access to both the repository application and the High Water Mark survey.
    b. Those who did not take part in the High Water Mark training will only get access to the repository application.

Signing In (to an existing or newly created account)

1. Open a browser
2. Navigate to sfwmd.gov/FloodResource
3. Look at the top right corner
   a. **If it says "Sign In", you are viewing Public Content**
      i. Public Applications: To open an application, click on the image next to the application description
         1. Local Contact Viewer
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            b. SFWMD Quick Maps
            c. Florida Geographic Information Office
            d. Florida Emergency Response Team

   b. **If it is your name, you are already signed in.**

   c. **To Sign In, click "Sign In" and select "Allow"**

      i. Your name will appear in the top right corner and additional rows of content will be made visible to you once you have been granted access.
      ii. If you did not participate in High-Water Mark training, you will only see the row with the South Florida Flood Information Resource Application
      iii. If you did participate, you will also see the QR Code to access the High-Water Mark Survey

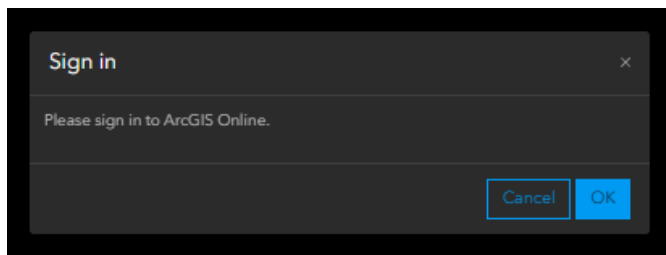# Navigating and Accessing the Flood Repository Application

1. To access the flood repository application, you will click on the image of flooded vehicles

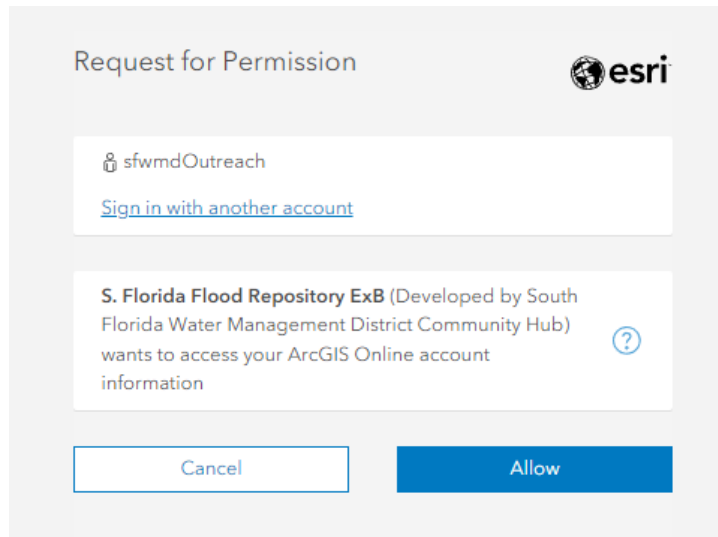South Florida Flood Information Resource Application:

To access: Click on the image to the left. This application provides a variety of options to view, filter and download flood observations and high water mark records and photos.

2. When you click on the image, a Sign in dialog box may or may not open.
   d. If you are already signed in to ArcGIS Online in another browser window, you will not be prompted to sign in
   e. If you are not already sign in to ArcGIS Online, you will be prompted to sign in by clicking "OK"

   f. Because this is a secure application that requires "permission" to access, you will then be prompted to allow the application access to use your ArcGIS Online credentials. To grant this access, click "Allow".

g. This application has 7 tabs at the top to provide different experiences in interacting with content within the repository including a "Help" tab on the far right.

    i. The Help Tab is configured similarly to the application with 8 tabs along the bottom.

1. Disclaimer
2. Download Format
3. Current View Tab
4. Flood Prone Area Summary Tab
5. Event Summary Tab
6. Photo Viewer Summary Tab
7. Flood Observation Summary Tab
8. High Water Mark Summary Tab

    ii. All Tabs within the application allow for download of repository records.