Requesting Open Access

You can make an investigation version available to all CSSI DCC users by requesting open access for this version.

1. Preview the investigation, as described in Previewing an Investigation.
2. If you are satisfied with the content of this version, click **Request Open Access**. The Request Open Access dialog box appears.

Request Open Access

Once you submit this form for the selected archive, your request will be sent to the CSSI DCC Administrators, who will review and approve/reject the request and if approved, make the selected archive available as open access. You will receive an email when your archive is made open access, or an explanation if it cannot be made open access as requested.

Optionally, you may specify an embargo release date. The system will have controlled access of the archive until this date, whereupon they will be automatically made open access and are available to all CSSI-DCC users.

Please use the Comments field below to provide any comments with the open access request.

* Required Field

Embargo (Optional)

Embargo Release Date   [MM/DD/YYYY]

Comments *   [   ]

[Submit]

3. If the data in your file is subject to an embargo, which is a period during which access is not allowed, enter the date when that embargo should be released.
4. In the **Comments** field, describe this version of the investigation and provide any other comments you want to associate with this open access request.
5. Click **Submit**. An administrator processes your request. You can confirm the open access state of your investigation version by checking the following indicators on the Upload ISA Archives page:

   - The value of the *Open Access Version* field equals the number of the version that is currently open to the public.
   - The *Open Access Status* field should be *Current Version, Open Access approved on <date and timestamp>*.

   If another version of this investigation had been made open access previously, the system automatically removes it from open access.

Upload ISA Archives

[10 ▾] records per page   Search: [   ]

Folder Name	Date Created	Versions	Open Access Version	Actions
folder1	11/12/2020 02:01:39 PM	1	1	[Open] [Owners]

Showing 1 to 1 of 1 entries

[Previous] [1] [Next]

| Upload Single ISA Archive | Metadata Utility |

Single Archive Upload

Create a name for your folder. Then upload an ISA Archive by dragging and dropping, or selecting, the zip archive. If you upload multiple archives, the system treats them as different versions of the same archive file.
NOTE: The folder name is different from the ISA Archive name and is used to group multiple versions of the same archive under one name on your uploads page.

Folder: folder1 🖊

Version	Title	Date Created	Embargo Release Date	Open Access Status	Access	Actions
1	Example Investigation Title	11/12/2020 02:02:02 PM		Current version, Open Access approved on 12/31/2020 12:00:20 AM	All Users	[Control Access] [View/Edit Metadata]