


Adding a Study

You can add a study to an existing program if the following criteria are true:

- You have a MoDaC user account with upload permission.
- You are member of a group that has permission to edit that program (or if you created that program).

When you create a collection, you become the owner of that collection. (Ownership cannot be changed.)

1. Log in, as described in [Logging In](#).
2. Click **Upload** in the header. The upload page appears.
3. Click **Select Program**. Select an existing program from the program list.
4. Click **Register Study**. The Register Study page appears.
5. Specify the information for the new collection:
 - In the **Permissions** field, select one or more groups from the list. (If the Permissions field is empty, only you, as the person who created the collection, can edit the metadata, add files, or add subcollections.)
 - To add a metadata attribute, click **Add Metadata**. A blank attribute row appears. Specify a unique attribute name. (Repeat for additional attributes. To delete an attribute, click the X.)
 - If the collection is public and you do not want the public to have access to the data, clear the **Public** checkbox and select one or more groups from the list.
 - Specify a value for each required metadata attribute. Keep in mind the following points:
 - The character limit for each metadata value is 2700.
 - Once you register the collection, the identifier is permanent.
 - If an attribute value begins with http or https, MoDaC displays it as a hyperlink in read-only fields.
 - For additional guidance on each attribute, hover over the  icon.
6. When you have finished specifying information for the new collection, click **Register Study**. A message appears, confirming the collection creation.

To return to the upload page, click **Back to Upload Tab**.