Get Started with the Project Explorer User Portal
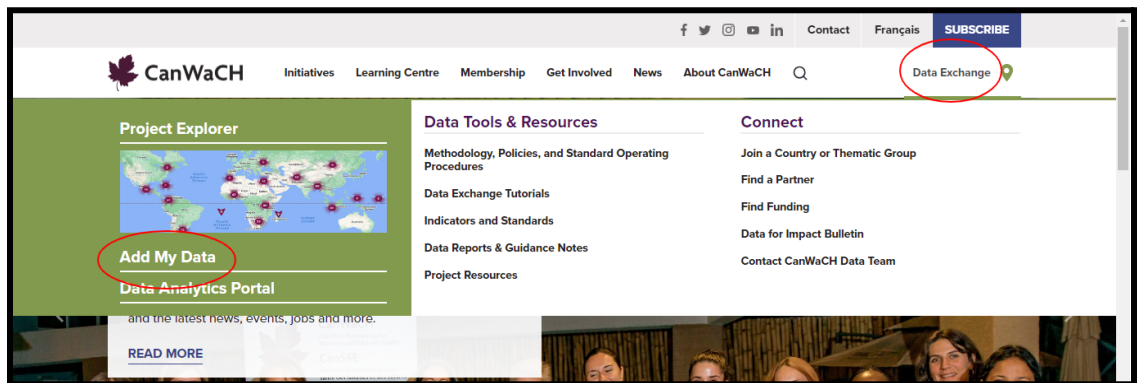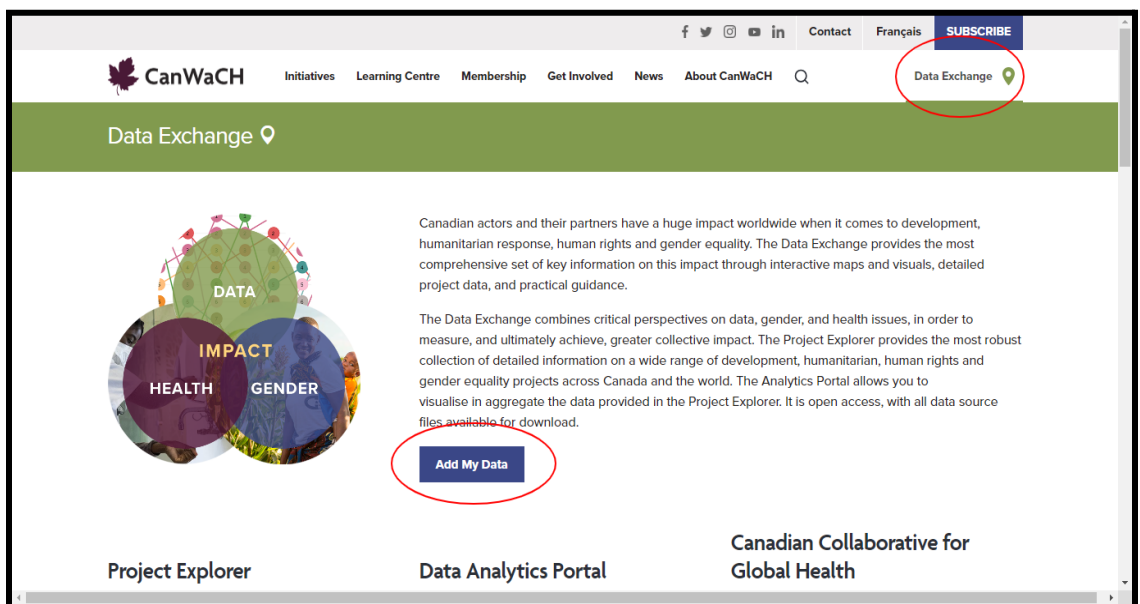
Create your Project Explorer Account

You can create your Project Explorer account through the **Add My Data** portal. You can access the portal in the following two ways. Both options will lead you to the **Add My Data** page.

1. Hover over **Data Exchange** and click **Add My Data** from the dropdown menu.

2. Click **Data Exchange** then click the **Add My Data** button

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Fill out the Create Account form

On the **Add My Data** page, fill out the form to create your account.

You need to be affiliated with an organization to add data to the Project Explorer. If you do not find your organization on the list of organizations in the 'Organization' drop down menu, please send a request to impact@canwach.ca and we will be in touch with you.

Add My Data

Your data is essential. The Project Explorer captures the full spectrum of efforts in development, humanitarian assistance, human rights, and gender equality with a Canadian connection. It brings together project-based information from CanWaCH member organizations as well as non-members, including Canadian and non-Canadian non-governmental organizations, academia, multilateral institutions, bilateral commitments and private sector actors. This comprehensive picture of local and global impact offers useful insights about what we have collectively achieved, and where more work is needed.

We invite updates on new and existing projects throughout the year! Any Canadian or international organizations working on or funding global development, humanitarian and gender equality projects with a link to Canada can contribute to the Project Explorer. To add your data, create an account and login to the data entry portal. Through your account, you can enter new project information, as well as view and update existing data.

To learn more about what data is collected and how it is used, check out the answers to our most **Frequently Asked Questions**.

Please contact us at impact@CanWaCH.ca if you have any issues or for more information.

To learn more about the Project Explorer, download our brief here.

Create Account

First Name*

Last Name*

Organization*

You need to be affiliated with an organization to add data to the Project Explorer. If you do not find your organization on the list, please send a request to impact@canwach.ca and we will be in touch with you.

Email*

Password*

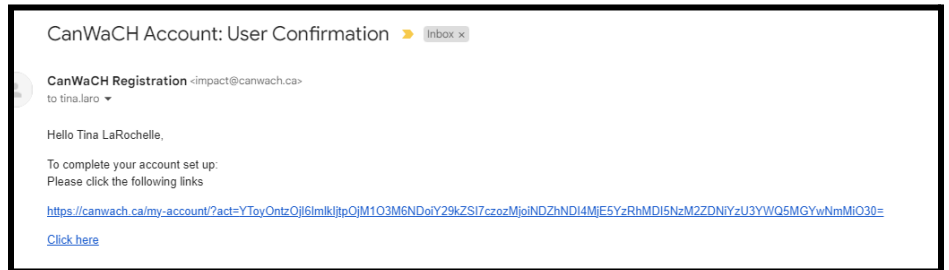*Please ensure your password is at least 8 characters with one special character.*

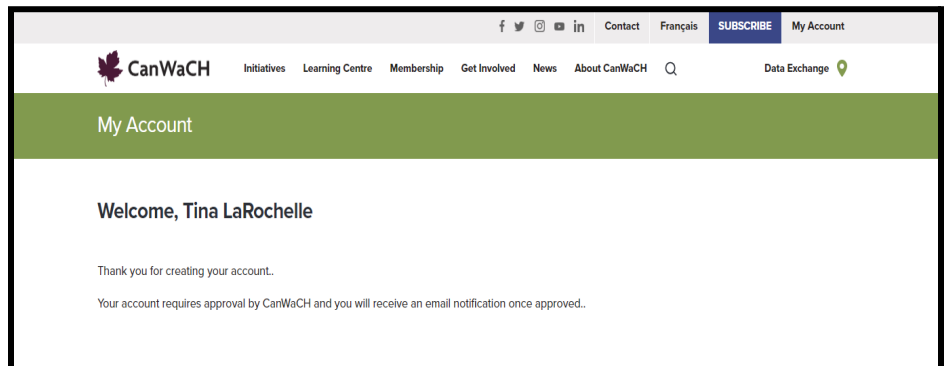☐ I would like to subscribe to the 'Data For Impact' newsletter

CREATE ACCOUNT

Already have an account? Log in

Check your email

Once your new account is created, you will receive an email confirmation.

CanWaCH Account: User Confirmation ▷ Inbox ×

CanWaCH Registration <impact@canwach.ca>
to tina.laro ▾

Hello Tina LaRochelle,

To complete your account set up:
Please click the following links

https://canwach.ca/my-account/?act=YToyOntzOjI6ImIkIjtpOjM1O3M6ND0iY29kZSI7czozMjoiNDZhNDI4MjE5YzRhMDI5NzM2ZDNiYzU3YWQ5MGYwNmMiO30=

Click here

Clicking the link in the email confirmation directs you to a login page. After you log in, you will be directed to your Account page which will display the following message:

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My Account

Welcome, Tina LaRochelle

Thank you for creating your account..

Your account requires approval by CanWaCH and you will receive an email notification once approved..

Account Activation

Once you have submitted the **Create Account** form, your account will be activated by a member of the CanWaCH team. You will then receive another email letting you know your account is ready.
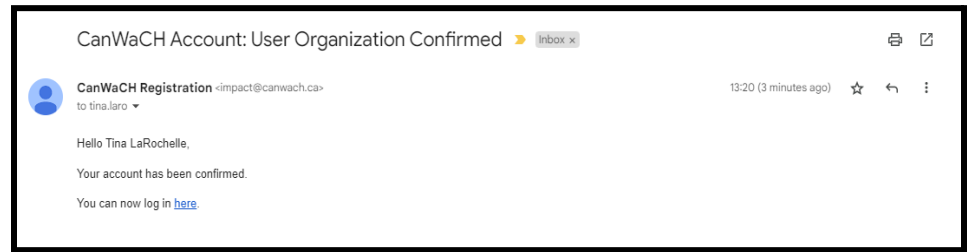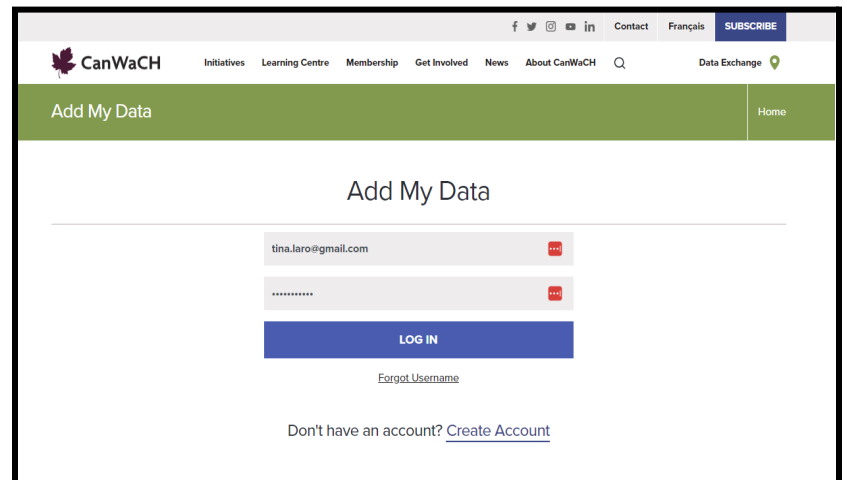

View your Project Explorer Account

Once your account is activated, you can access your account. Navigate to the **Add My Data** portal and click on **Log in** at the bottom of the **Create Account** form.
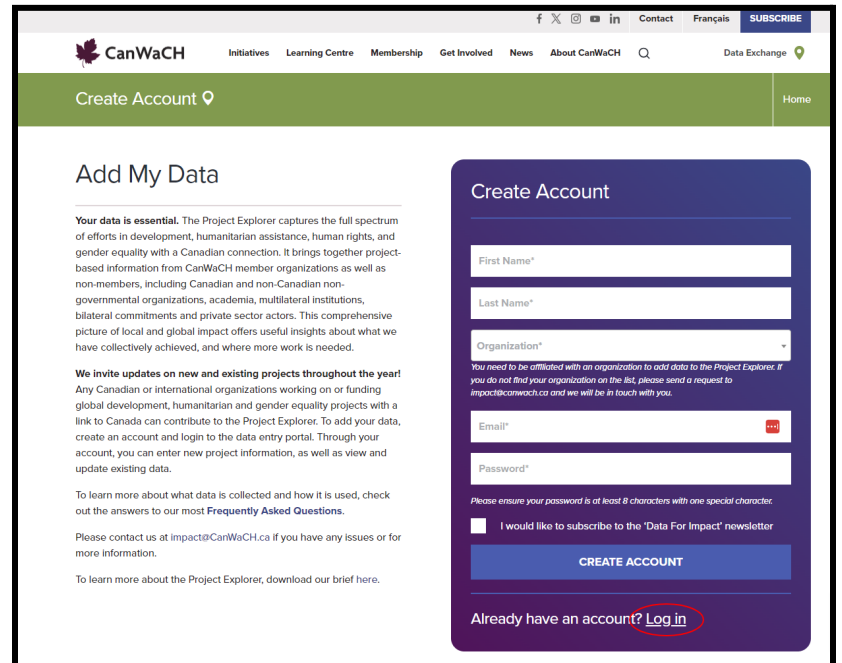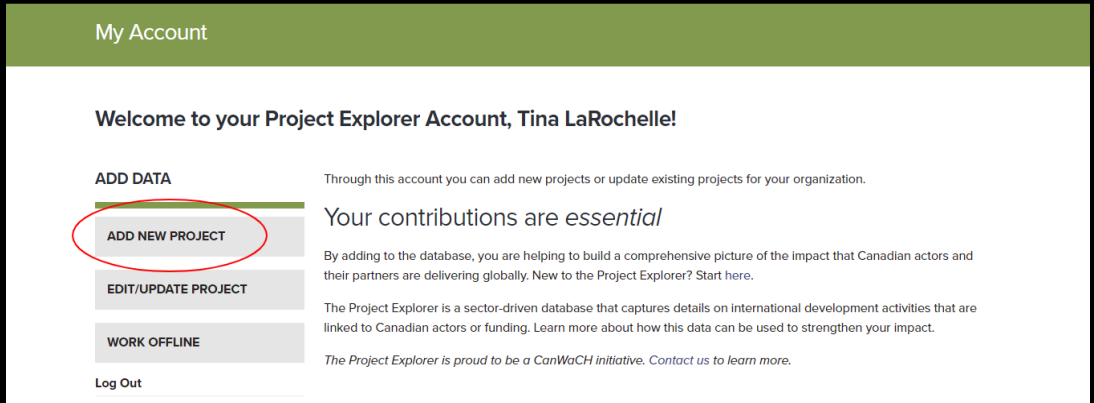

Enter your email address and password and click log in.

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My Account - select from 3 options
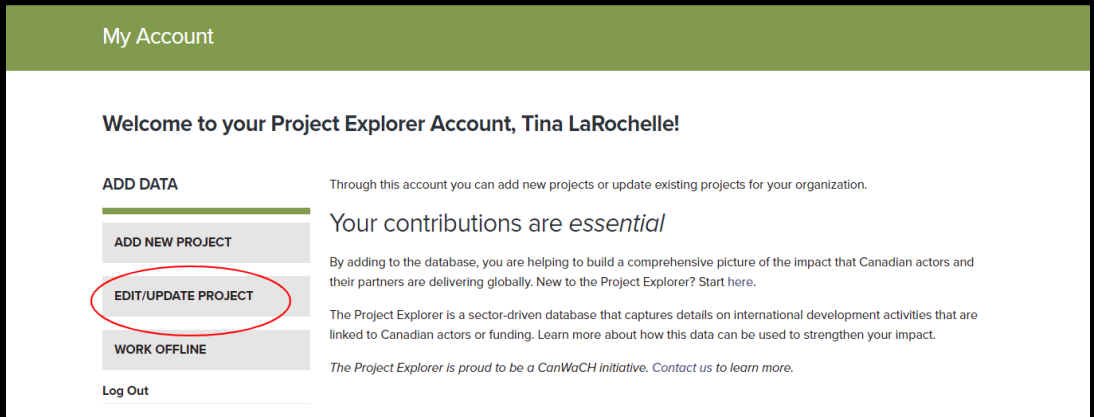
Once you are logged in, you will be taken to the **My Account** page, where you now have 3 options:

1. **ADD A NEW PROJECT:**
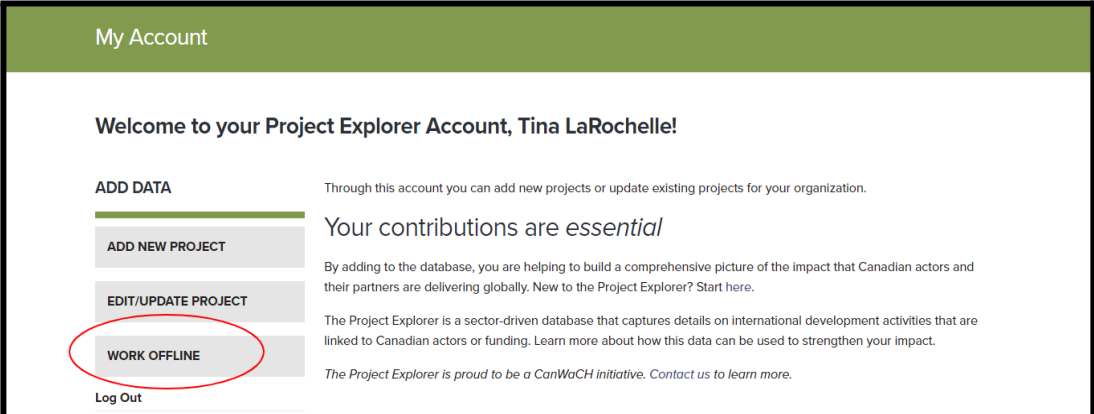
2. **EDIT/UPDATE PROJECT:**

3. **WORK OFFLINE:**
   Selecting Work Offline will download a copy of an Excel file which can be completed and submitted to Imaeyen Okon iokon@canwach.ca

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Add your project to the Project Explorer

Add Your Data

To begin adding your project, log into your account via the **Add My Data** portal.

Using the online form, complete all relevant fields pertaining to your project.

The required fields for each project are Project Title and Reporting Organization.

Navigate through each page on the form to add specific data. **The current page is identified by the Purple text.**

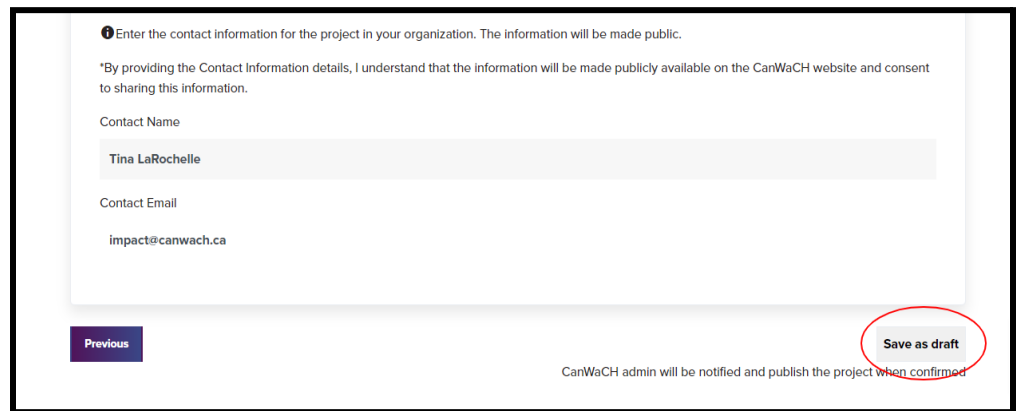
At any time during the session, the form can be **saved as draft** and you can return at a later date to finish completing the form.

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Submit your completed form

Once you have entered all the relevant data about your project into all the fields, click **Save as Draft**. The form will be submitted for review by a member of the CanWaCH staff.

> ⓘ Enter the contact information for the project in your organization. The information will be made public.
>
> *By providing the Contact Information details, I understand that the information will be made publicly available on the CanWaCH website and consent to sharing this information.
>
> Contact Name
>
> **Tina LaRochelle**
>
> Contact Email
>
> **impact@canwach.ca**
>
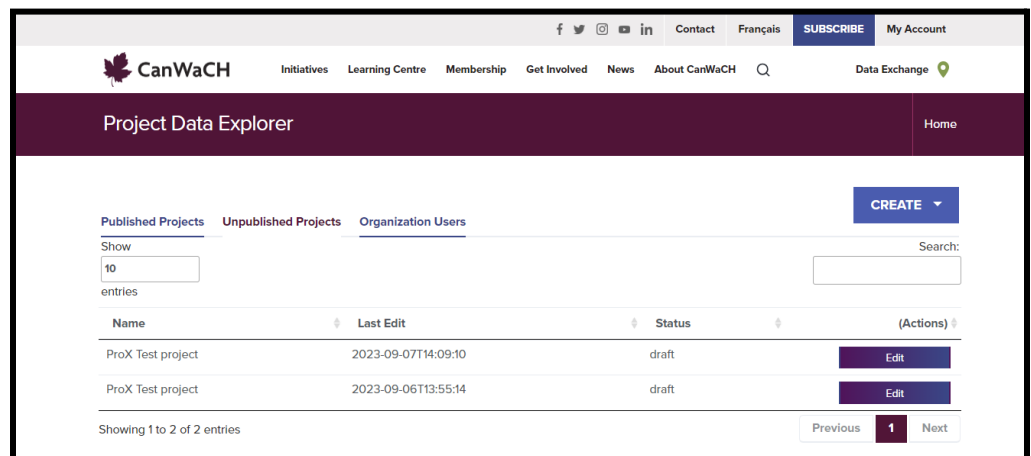> [Previous]   [Save as draft]
>
> CanWaCH admin will be notified and publish the project when confirmed.

Once you have submitted a new project, CanWaCH will review your submission and publish your project. You will be notified by email once your project is published, usually within 3 to 5 business days.

View all of your organization's projects

Once you have submitted your project for review, you will be taken to the project listing page.

From here, you can view **Published Projects**, **Unpublished Projects**, and **Organization Users**. You can also **create a new project**.

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>
> **Project Data Explorer**   Home
>
>   [CREATE ▼]
>
> **Published Projects**   Unpublished Projects   Organization Users
> Show   Search:
> [10]   [   ]
> entries
>
> | Name | Last Edit | Status | (Actions) |
> |------|-----------|--------|-----------|
> | ProX Test project | 2023-09-07T14:09:10 | draft | Edit |
> | ProX Test project | 2023-09-06T13:55:14 | draft | Edit |
>
> Showing 1 to 2 of 2 entries   Previous [1] Next

All projects listed here are all the projects submitted by members of your organization and can be accessed only by authorized members of your organization

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Click on **My Account** to return to your the **My Account** page at any time

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>
> **Project Data Explorer**   Home


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Edit your project in the Project Explorer

Edit your project

Locate the name of the project from the list of organizational projects and use the **Edit**, **Remove** and **View** buttons to make project the necessary updates

Editing a published project will put the project back into draft mode. When you are done editing your project, it can be saved and will be reviewed by a member of the CanWaCH Staff.
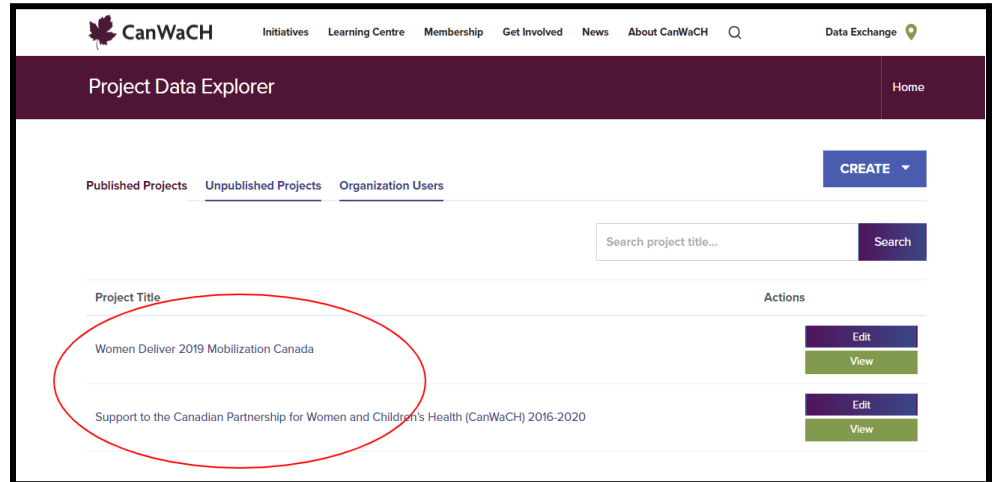
Navigate through each page on the form to review content and make the necessary changes to your project. **The current page is identified by the purple text.**
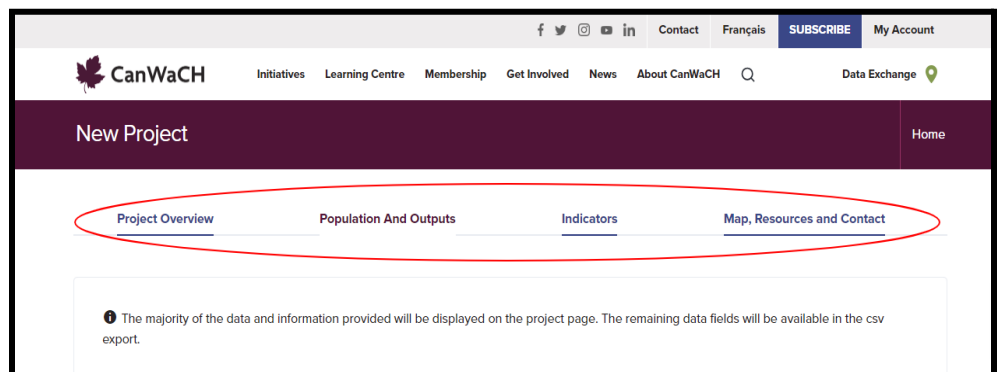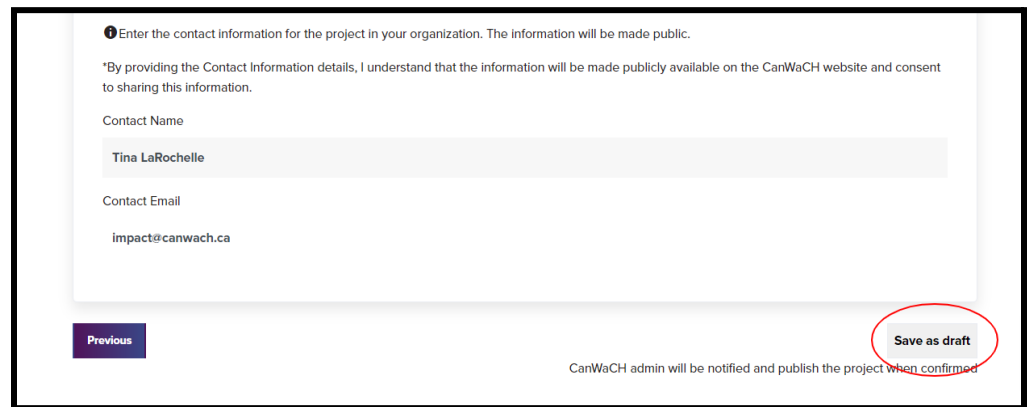
At any time during the session, the form can be **saved as draft** and you can return at a later date to finish making your edits.

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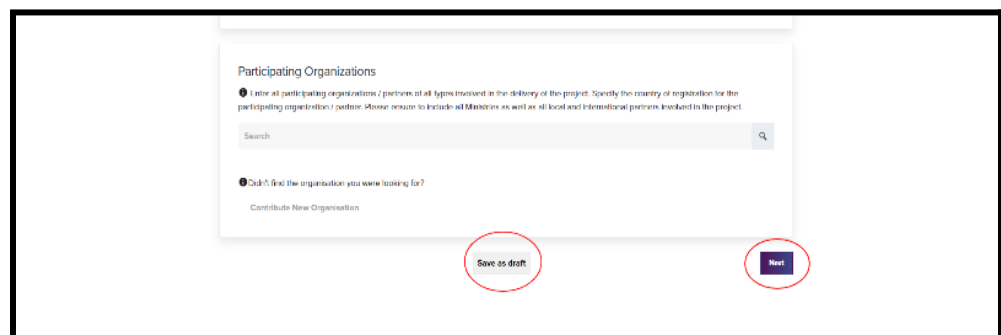
Submit your edits

Once you have edited the relevant data about your project, click **Save as Draft**. The form will be submitted for review by a member of the CanWaCH staff.
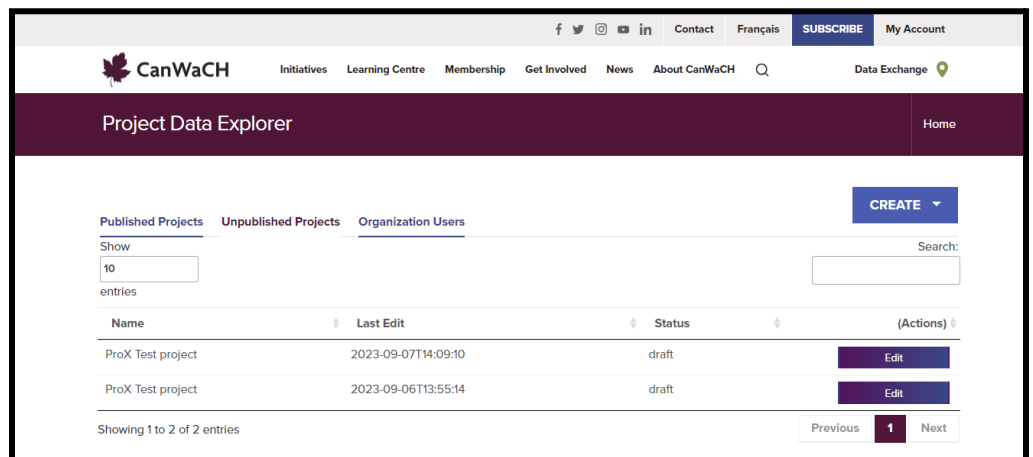

ⓘ Enter the contact information for the project in your organization. The information will be made public.

*By providing the Contact Information details, I understand that the information will be made publicly available on the CanWaCH website and consent to sharing this information.

Contact Name

Tina LaRochelle

Contact Email

impact@canwach.ca

Previous

Save as draft

CanWaCH admin will be notified and publish the project when confirmed

Once you have updated an existing project, CanWaCH will review your submission and publish your project. You will be notified by email once your edits have been accepted and your project is published, usually within 3 to 5 business days.

View all of your organization's projects

Once you have submitted your project for review, you will be taken to the project listing page. From here, you can view **Published Projects**, **Unpublished Projects**, and **Organization Users**. You can also create a new project.

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Project Data Explorer   Home

Published Projects   Unpublished Projects   Organization Users   CREATE ▾

Show   Search:
10
entries

Name	Last Edit	Status	(Actions)
ProX Test project	2023-09-07T14:09:10	draft	Edit
ProX Test project	2023-09-06T13:55:14	draft	Edit

Showing 1 to 2 of 2 entries   Previous 1 Next

The projects listed on the My Account page are all the projects submitted by members of your organization.

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Logging out of your account

When you log out of your account, the screen below will appear. Please do not try to log back into your account from here. Instead, click on **Go To CanWaCH** to be directed back to the website home page in order to log back into your account.