Instructions for making Global Campus E-Library contributions

1. Request to become a Global Campus E-Library Contributor
Request to become a contributor via the request form available from the WMO Library, Global Campus tab (library.wmo.int), and from the WMOLearn web portal. The request will be reviewed by WMO, questions for clarification may be sent to you, and after time for review, notification on approval status will be sent via email to the address listed in the request survey.

2. Register on the E-Library site and use the Contributor Code
After review, approved contributors will be sent an approval notification, included a library contribution code. This code should be entered in the “Comments” field in the Online User Registration form of the WMO Library website.

If you are already a registered user of the WMO E-Library, you will be notified when your ability to contribute is approved and enable.

3. Making a new contribution
When ready to make a contribution of a new learning resource, click the Add Contribution button available on the E-Library page that appears when the Global Campus tab is chosen. This will take you to the contribution area. Here you will see options for

- **New contribution**: This will be selected and highlighted by default. You must click the Global Campus Contributions box below to indicate Global Campus as the contribution area.
- **My draft contributions**: This will display a list of your contributions not yet submitted. You will still be able to edit these before submission.
- **My approved contributions**: This will display a list of your approved contributions. You may update these records as well if and when necessary. For example, if the URL changes or the materials are updated and the date of publication must be changed.
- **My pending contributions**: This will display a list of your contributions submitted but not yet approved.

After your contribution metadata has been reviewed, you will receive notification via email of the approval status. If approved, it will appear in the library within one day. Prior to approval, you may be requested to provide additional information, or the resource may be sent for review by an expert team.
5. Editing and managing your contributions.
If you need to make a future modification to any of your contributed records, click the My approved contributions tab and select the record you would like to edit. The revision will require a new approval process. Be sure to indicate the changes you made in the “Additional Information” field so that they can be reviewed.