

CEDEN 2.0 New User Guide: Creating a New Account and Portal Navigation

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Version 1.0



CEDEN 2.0
CALIFORNIA ENVIRONMENTAL DATA EXCHANGE NETWORK



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Account Registration

Overview

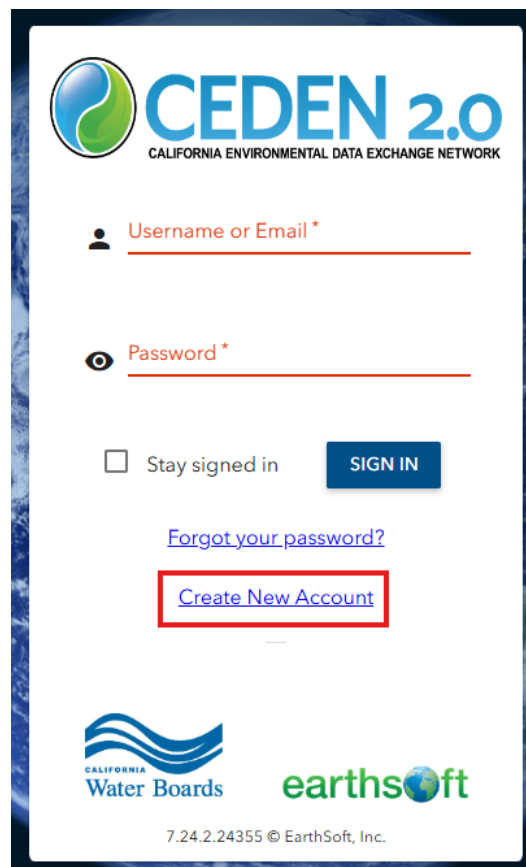
Anyone seeking access to the CEDEN 2.0 system must first create a user account. This document provides instructions to register a new user account on EQuIS Enterprise, which is the user interface for CEDEN 2.0.

Note: Shared accounts (e.g., for departments or labs) are not allowed. Each individual must create their own unique account.

If you have questions regarding this document, please contact the CEDEN Help Desk (ceden@waterboards.ca.gov).

How to Register for a New Account

1. Navigate to <https://ceden.equisonline.com/>
2. Click the *Create New Account* link on the login page.



 **CEDEN 2.0**
CALIFORNIA ENVIRONMENTAL DATA EXCHANGE NETWORK

 Username or Email *

 Password *

☐ Stay signed in 

[Forgot your password?](#)

[Create New Account](#)

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3. Enter a *Username* and *Email Address* for your account into the fields and click *Continue*.

Note: Recommended Username format: FirstName.LastName (ex: Jane.Doe).

4. A notification box will pop up informing you that a confirmation code was sent to your email address. Click OK to dismiss it.
5. Check your inbox for an email from *ceden@equisonline.com* and copy & paste the confirmation code into the *Email Confirmation Code* box in the EQUiS form.
6. Fill in the remaining required fields.
7. Click the *Register* button at the lower right of the window.
8. A request for your account activation is then sent to the administrator.

Note: Please allow **1-3 days** for the administrator to approve your registration.

9. You will receive a confirmation email from *ceden@equisonline.com* with **EDP User Certificate** in the subject line once your user account is created. You may then log in on the EQUiS site using the username or email and password you provided.

Retaining the certificate is recommended in case there are any issues with your account, however, the certificate is not needed to login or submit data.

How to Update Your Password

1. Once signed into EQUiS using your original password, click the icon with three vertical dots  at the top right of the dashboard.
2. Click on your user profile (displays as your username or email).
3. In the popup window, click the **CLICK HERE TO CHANGE PASSWORD** button near the bottom.
4. Enter your current password.
5. Enter your new password.
6. Confirm the new password by entering it again.
7. Click the checkmark button  at the top right of the window.
8. Your password has been successfully changed.

General Portal Navigation

Overview

The following sections will describe general navigation guidance from the Main Menu page of CEDEN 2.0.

EQulS Enterprise
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CEDEN 2.0 Main Menu

HOME PAGE

CEDEN 2.0

CALIFORNIA ENVIRONMENTAL DATA EXCHANGE NETWORK

Welcome to CEDEN 2.0

The CEDEN 2.0 data submission portal is for submitting water and sediment quality **CHEMISTRY** and **MICROBIOLOGY** data and associated vocabulary.

Other data types should continue to be submitted through the previously existing [CEDEN process](#). Additional data types (field, habitat, toxicity, tissue and taxonomy) will be added to CEDEN 2.0 in the future.

Helpful Resources

- [CEDEN Website](#)
- [CEDEN 2.0 Guidance Documents](#)
- [Contact CEDEN](#)

Navigation

PROJECT VOCABULARY	CHEMISTRY VOCABULARY	CHEMISTRY DATA CHECKER
▪ View existing Project Vocabulary ▪ Request to add Project Vocabulary ▪ Project, ParentProject, Program, QAPP ▪ Agency ▪ Stations ▪ Upload a Quality Assurance Project Plan (QAPP)	▪ View existing Chemistry Vocabulary ▪ Request to add Chemistry Vocabulary ▪ Constituents (Analyte, Method, Matrix, Unit) ▪ Advanced Vocabulary: PrepPreservation, DigestExtract, SampleType, Fraction, Quality Assurance (QA) Codes, Lab Agencies	▪ Upload or enter data ▪ Check data ▪ Submit data

Currently the CEDEN 2.0 portal can only be used for submitting water and sediment quality chemistry data and associated vocabulary.

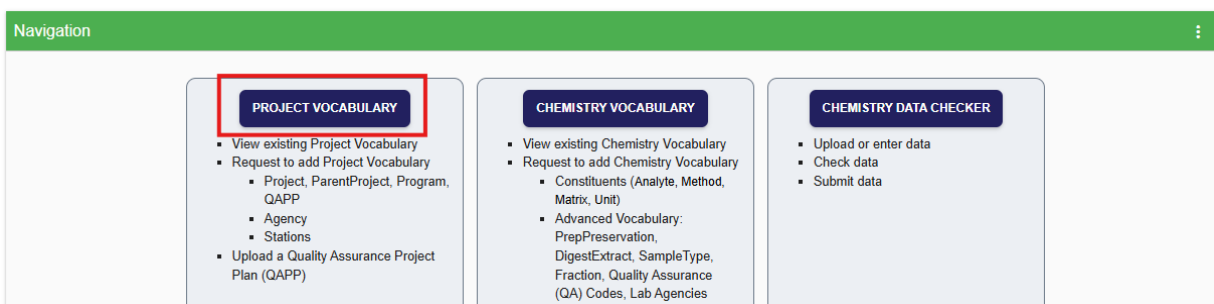
Other data types should continue to be submitted through the previously existing process (<https://ceden.waterboards.ca.gov/>). Additional data types such as, field, habitat, toxicity, tissue and taxonomy, will be added to CEDEN 2.0 in the future.

To find existing CEDEN data, visit <https://ceden.waterboards.ca.gov/find-data.html>.

Where to Request New Vocabulary

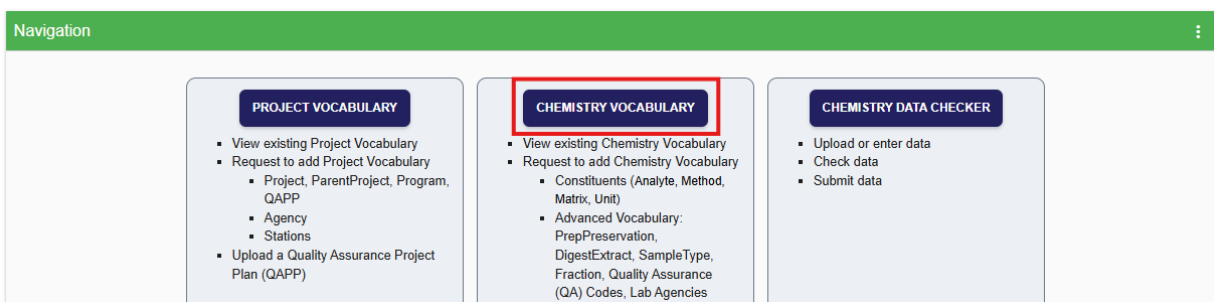
For detailed guidance on the Project Vocabulary and Chemistry Vocabulary modules, please see the [CEDEN 2.0 Vocabulary Request Overview](#) guidance document.

To view or request **Project Vocabulary**, click on the “Project Vocabulary” button in the Navigation window of the CEDEN 2.0 Main Menu:



In the Project Vocabulary module, you can view existing or request the addition of new Project, Agency, and Station vocabulary to the database.

To view or request Chemistry Vocabulary, click on the “Chemistry Vocabulary” button in the Navigation window of the CEDEN 2.0 Main Menu:

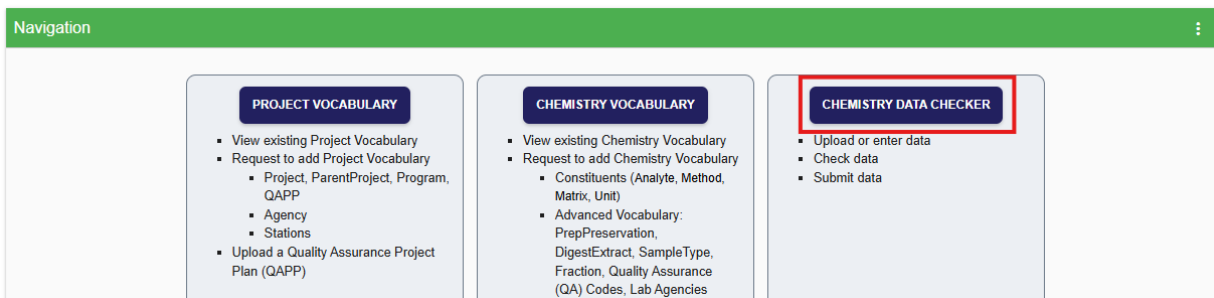


In the Chemistry Vocabulary module, you can view existing vocabulary or request the addition of new vocabulary to the database, including:

- Constituents – combination of Analyte, Method, Matrix, and Unit
- Advanced Vocabulary
 - PrepPreservation
 - DigestExtract
 - SampleType
 - Fraction
 - Quality Assurance (QA) Codes and their combinations
 - Lab Agencies

Where to Check & Submit Chemistry Data

To check and submit chemistry results data, click on the “Chemistry Data Checker” button in the Navigation window of the CEDEN 2.0 Main Menu:



In the Chemistry Data Checker module, you can enter or upload chemistry data, use the system to check formatting, vocabulary and quality control requirements, make corrections (if needed), and submit your data to the database.

For detailed guidance on the Chemistry Data Checker module, please see the CEDEN 2.0 Data Submission Overview guidance document and the CEDEN 2.0 Chemistry Data Submission Guidance document on the [CEDEN 2.0 Data Submission webpage](#).

Where to Check File Submission Status

At the bottom of the CEDEN 2.0 Main Menu is the File Submission Status module where you can see the status of files you have submitted, including vocabulary requests and data submissions.

The Chemistry Data Checker module also has a File Submission Status module that will only show data submissions (not vocabulary requests).

You should receive an email regarding the status of your file upon submission, but if you have further questions, please contact the CEDEN Help Desk (ceden@waterboards.ca.gov).

File Submission Status							
Status	File Name	Cha...	Date	Facility	Submitter	Rows	
Su...							
✓	20220106_234005.CEDENDEV.CEDEN_Project_Activation.zip	WEB	2022-01-06 15:40:	CEDEN	Tessa.Fojut@wate	8	
✓	20220106_235803.CEDENDEV.CEDEN_Project_Activation.zip	WEB	2022-01-06 15:58:	CEDEN	Tessa.Fojut@wate	6	
✓	20220107_002028.CEDENDEV.CEDEN_Project_Activation.zip	WEB	2022-01-06 16:21:	CEDEN	Tessa.Fojut@wate	2	
✓	20220107_002324.CEDENDEV.CEDEN_Project_Activation.zip	WEB	2022-01-06 16:24:	CEDEN	Tessa.Fojut@wate	2	