



# 1. Introduction to account setup

How to set up your account in the new carbon and nitrogen calculator platform



**UNH Sustainability Institute**



University of  
New Hampshire

# Contents

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set-up

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# Create your account: unhsimap.org



[My account](#) [Log out](#)

SUSTAINABILITY INDICATOR MANAGEMENT & ANALYSIS PLATFORM

[HOME](#) [RESOURCES](#)

## SIMPLIFYING SUSTAINABILITY DECISIONS

SIMAP™ is a carbon and nitrogen-accounting platform that can track, analyze, and improve campus sustainability performance. SIMAP's advanced algorithms, based on nearly two decades of work supporting campus inventories with the Nitrogen Footprint Tool, will help you:

- Create a baseline
- Benchmark your performance
- Create reports
- Set goals
- Analyze your progress year over year

**USER LOGIN**


Username \*

Password \*

▶ CREATE NEW ACCOUNT

▶ REQUEST NEW PASSWORD

→ LOG IN



Set up your account

Receive a validation email

Log in and set a password

GET STARTED!



# Official institution designation

## User account

[Create new account](#)

[Log in](#)

[Request new password](#)



Create a user name

Username \*

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Your Institution \*

This will be the official account for this institution.

Only one official account per institution. This account must have accurate data for your institution. It will be used in the aggregated institution footprint data set without your institution's name on it. You can add users to the official account or create additional non-official accounts for testing or teaching purposes.



# Official institution designation

## User account

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[Log in](#)

[Request new password](#)

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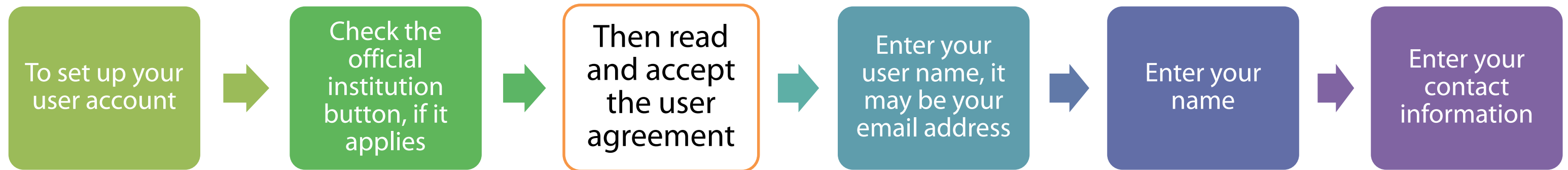
Only one official account per institution. This account must have accurate data for your institution. It will be used in the aggregated institution forum. You can add users to the official account or create additional non-official accounts for testing or teaching purposes.

Official Institution designation means that your data will be a part of the aggregated data set without the name of the institution.

All other accounts are considered test institutions and their data will not be added to the aggregated data set.



# User agreement



- You agree to indicate whether the account contains official institutional data and if it does, you agree to have UNHSI use and/or to share your data as part of a dis-identified, aggregated data set, for purposes of research and analysis (for example, to examine renewable energy use or GHG reduction trends among institutions in the data set.) UNHSI agrees to tell you if/when such data sharing occurs.
- You agree not to hold UNHSI liable in any way for decisions you may make based on the data.
- UNH agrees to share any changes to the user agreement with you within 48 hours of making the changes.



# Account: Basic vs Tier 1

## BASIC

Calculation of your GHG and nitrogen footprint

Manual data entry

Cannot customize EFs

Access to the data for two months, then have to start over

Basic technical support [logging in or password change]

## TIER 1

Data import

Customize all EFs

Reports

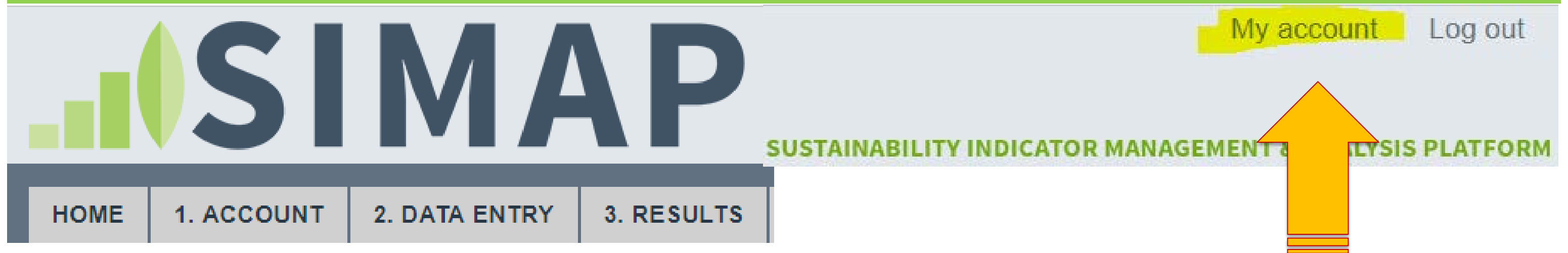
Export of all source data, EFs, and results

Store data year over year

Technical and methodological support

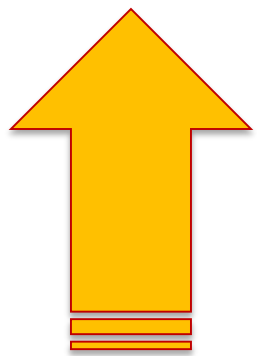


# Upgrading to Tier 1 functionality



**YuliaR**

**UPGRADE**



If you need to update contact information or password after the account is active, click on My Account at the top of the page. You can make the changes there.

This is also where you can upgrade to Tier 1 for one or two years.

If you are a Second Nature signatory, you will see a discount coupon.





# Upgrading to Tier 1 functionality: shopping cart



HOME REGISTER LOG IN

MY CART (0)

SIMAP

Home

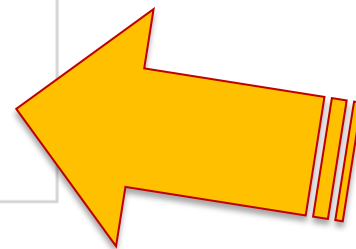
Welcome to the payment page for your SIMAP subscription. Once notification of payment is received, your institution will have 24 hours for your subscription to become active. You may choose between two subscription options, which are reflected in the list below, select a one year or a two year subscription. Your choice will be applied at the checkout and payment screen using your credit card.



Subscription 1 year



Subscription 2 years



Select one year or two year subscription on this page by clicking on the icon.



# Upgrading to Tier 1 functionality: shopping cart



HOME REGISTER LOG IN

MY CART (1)

## Delivery Address

Home | Cart | Address | Payment Methods | Review | Receipt

### Contact Information

Please enter the email address for this Order.

\*Indicates required information

Email Address:\*

Continue Unregistered

### Order Summary

Item Total: \$350.00

Total: \$350.00

### Registered Users

Username:

Password:

LOGIN

You do not have to "register" or log in.

Just click 'Continue Unregistered' and go directly to the shopping cart

where you will enter a coupon for a discount, if applicable



# Upgrading to Tier 1 functionality: shopping cart

MY CART (1)

## Payment Methods

[Home](#) | [Cart](#) | [Address](#) | [Payment Methods](#) | [Review](#) | [Receipt](#)

### Payment Method

Please select your payment method.

Payment Method:\*

Credit Card

\*Indicates required information

#### Credit Card

Card Type:\*

Select a Card Type

Credit Card Number:\*

Expiration Date:\*

01 2018

Security Code:\*

View example

Credit Card - Available credit card issuers.



### Order Summary

Item Total: \$350.00

Tax: \$0.00

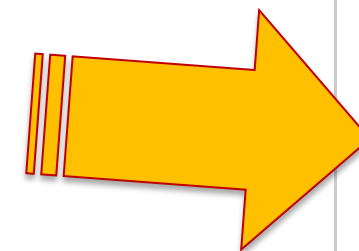
Total: \$350.00

### Promotional Code

You can use one code per Cart.

Promotional Code:

APPLY



# Add institution information

HOME

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2. DATA ENTRY

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Tier 1

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Start by adding your institution's information under the account tab.



# Institution information: general

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## Institution

Describe your institution to provide context and enable normalized results. Some inputs are mandatory, some are required, and some are optional. The more information you provide, the more complete your results will be. This information is used to generate data sets to facilitate comparisons within an aggregated campus sustainability data set. When you normalize them using the budget, building space, population, and meal information you enter here.

Institution Name \*

University of New Hampshire

Select a name from the dropdown. If your institution is not listed, select "Other - not listed" and enter the full legal name.

Country \*

United States of America

ZIP Code (for purchased electricity eGrid)

03824

After entering or changing your zipcode, tab or click to see options below.

eGrid for data prior to 2007 ⓘ \*

NEWE: NPCC New England

[eGrid map for years < 2007](#)

eGrid for data in 2007 and beyond ⓘ

NEWE: NPCC New England

[eGrid map for years >= 2007](#)

What is first day of your fiscal year? This day will be used to establish your annual inventory based on fiscal year.

Jul 1

Key metrics are the zip code and fiscal year

The zip code will be used to establish your eGrid region

Confirm selection before 2007 and select one after 2007

The the fiscal year will be used as the standard date range for your data entry and annual report.



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## Institution

Institution type

Education

Subtype

Doctorate Granting Universities

Is this institution private or public?

public

private

Campus Setting

Small Town

Climate Zone

Zone 5 (cool)

[Settlement hierarchy](#)

[IECC Climate Zone Map](#)

Methodologies used to establish campus boundaries <sup>i</sup>

Operational Control Approach

Briefly explain why you omitted any buildings or other holdings owned, leased, or operated by your institution that should fall within the organizational boundaries.

Emission Factors Version <sup>i</sup>

2016

Unit System

US Standard / Non-Metric

Additional information may be useful for your institution but is not mandatory.

We encourage you to provide as much information as possible.

Version of the EF should be selected here and it will default to the most recent one if not selected.

Multiple versions will be available with description for each one



# Institution information: manage users

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## Manage Users

+ ADD NEW USER

Name	Email	Type
		Editor
		Reviewer
		Editor
		Editor

Add User To Institution

Email Address \*

User Name \*

Role \*

Select role

SEND USER INVITE

CANCEL

You can add any number of users and give them different levels of access

You can create a super user with the same access as the owner.

Editor can add data, delete data, run reports, and export data. Cannot delete years of data.

Reviewer has view only access and can comment in the Notebook

TIER 1



University of  
New Hampshire

# Institution information: notebook

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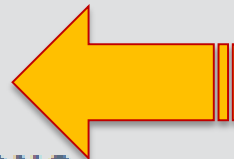
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## Notebook

Timestamp	User	Note
2018-01-18 16:41:43	Yulia Rothenberg	Having trouble finding the data for commuters. Contacted HR and admissions for residential and commuter numbers.
2018-01-18 16:34:32	Yulia Rothenberg	Received new data for the power plant from Mr. Gregson. He is our contact person for this information.
2018-01-18 16:33:40	Yulia Rothenberg	eGrid EFs changed in 2014 for most regions.

### Additional Notes \*

[+ ADD](#) [Cancel](#)

The notebook is useful for adding information about your key contacts for each data point in the organization or any other notes relevant to the entire institution.





# Institution information: normalization

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## Add Budget

[Home](#) / [Budgets](#) / Add

Year \*

2018

Total Operating Budget ⓘ \*

Please enter numbers without thousandth place separators or currency symbols.

Research Budget

Please enter numbers without thousandth place separators or currency symbols.

Energy Budget

Please enter numbers without thousandth place separators or currency symbols.

Confidence

Medium

For your own reference. Your selection has no effect on the calculations.

Optional Notes

Budgets

This is not mandatory information but helpful for the normalization of the results

You will see pop-ups with additional information for some of the fields



University of  
New Hampshire

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## Institution Budgets

ADD BUDGET

Year	Total	Total (Inflation Adjusted)	Research	Research (Inflation Adjusted)	Energy	Energy (Inflation Adjusted)	Action
2016	525,100,000.00	427,042,500.94	105,300,258.00	85,636,422.63	9,300,000.00	7,563,312.24	<a href="#">Edit</a>   <a href="#">Delete</a>
2015	558,100,000.00	460,862,600.02	109,300,000.00	90,256,732.10	9,300,000.00	7,679,667.05	<a href="#">Edit</a>   <a href="#">Delete</a>
2014	539,716,369.00	452,622,707.60	112,092,521.00	94,004,227.54	8,842,071.00	7,415,232.05	<a href="#">Edit</a>   <a href="#">Delete</a>
2013	538,749,800.00	460,049,185.79	127,518,828.00	108,890,867.33	6,328,644.00	5,404,155.17	<a href="#">Edit</a>   <a href="#">Delete</a>
2012	530,960,274.00	460,152,073.01	142,836,997.00	123,788,432.94	13,396,343.00	11,609,823.38	<a href="#">Edit</a>   <a href="#">Delete</a>
2011	535,663,370.00	472,495,452.90	129,222,505.00	113,983,985.92	14,994,073.00	13,225,902.14	<a href="#">Edit</a>   <a href="#">Delete</a>

Budgets

Enter your full numbers and they will be adjusted for inflation



# Institution information: normalization

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## Add Physical Space

[Home](#) / [Physical Spaces](#) / Add

Year \*

Unit \*

Total Space \*

Please enter numbers without thousandth place separators.

Laboratory Space

Please enter numbers without thousandth place separators.

Parking Structure

Please enter numbers without thousandth place separators.

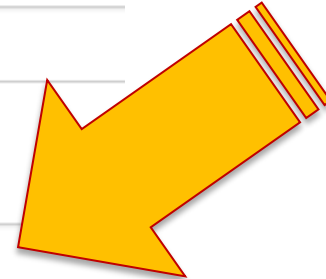
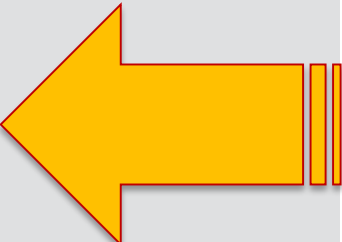
Dining Space

Physical space

Use gross square footage

Parking refers to buildings only, not open lots.

This data is useful for normalization of your data and for comparisons with other institutions of similar size



# Institution information: normalization

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## Add Population

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Year \*

2018

Full Time Equivalent (FTE) Students \*

Please enter numbers without thousandth place separators.

FTE Staff \*

Please enter numbers without thousandth place separators.

FTE Faculty \*

Please enter numbers without thousandth place separators.

Residential Students (Headcount) \*

Please enter numbers without thousandth place separators.

Residential Staff \*

Please enter numbers without thousandth place separators.

Other on-site residents and/or in-patient hospital beds (Headcount) \*

Please enter numbers without thousandth place separators.

Students Enrolled \*

Please enter numbers without thousandth place separators.

Weighted Campus Users \*

Calculated based on required fields above after all have been filled in.

Meal Plans

Meals Served

Population

You will see popups with additional information explaining FTE and weighted campus users

Weighted users: the same metrics used by AASHE STARS and are calculated automatically

Meals plans are important for normalizing the food data



# Institution information: programmatic

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## Goals

Have you established carbon or nitrogen reduction goals yet?

No goals

We will be carbon neutral by 2050

We consider our base year for carbon to be 2001

We consider our base year for nitrogen to be 2014

We have specific goals of

Carbon	20	% reduction of	Total	by	2020
Nitrogen	15	% reduction of	Scope 3	by	2030
Carbon	80	% reduction of	Total	by	2050

+ ADD SPECIFIC GOAL

Please explain other goals here

EMISSION REDUCTION TARGETS  
50% by 2020  
80% by 2050

Establishing goals

Reporting



# Institution information: programmatic

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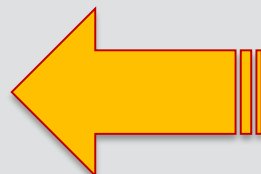
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### What organizations do you report to each year?

- AASHE \* STARS  
<https://stars.aashe.org>
- APPA  
<http://www.appa.org>
- European Green Offices  
<http://www.euqgreenoffice.eu>
- NACUBO  
<http://www.nacubo.org>
- Nitrogen Footprint Tool Network  
<http://www.n-print.org>
- Second Nature + GRITS  
<http://secondnature.org> (Green Revolving Investment Tracking System)
- Sightlines  
<http://www.sightlines.com>
- U.S. EPA's Green Power Partnership  
<https://www.epa.gov/greenpower>

Please elaborate on other reports here

Reporting organizations



University of  
New Hampshire

# SIMAP training

Please check out all our  
training modules

[www.unhsimap.org/resources](http://www.unhsimap.org/resources)



Please submit your questions or suggestions to [simap@unh.edu](mailto:simap@unh.edu).  
We want your feedback!



SOCIAL



ENVIRONMENTAL



ECONOMIC

