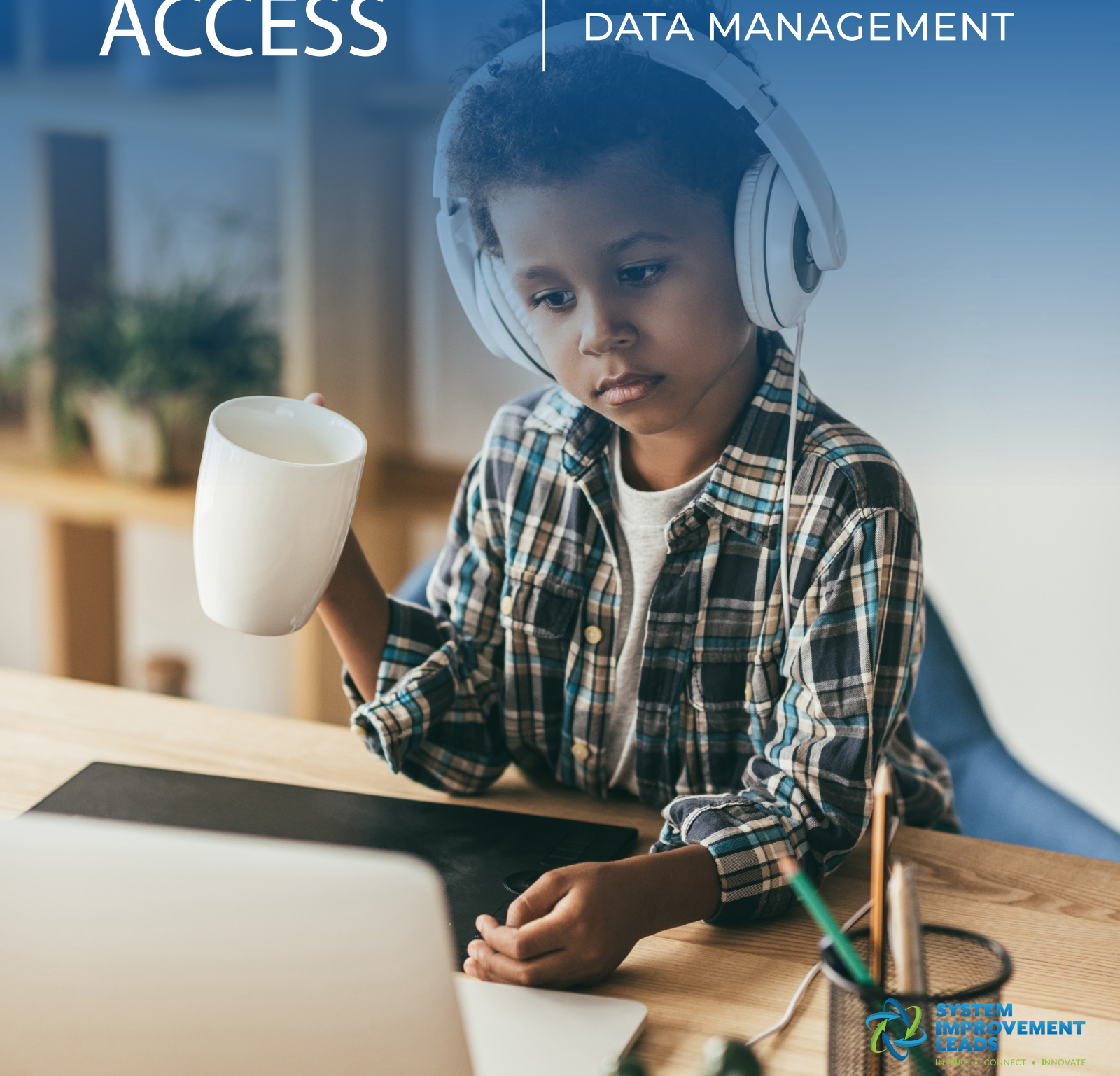


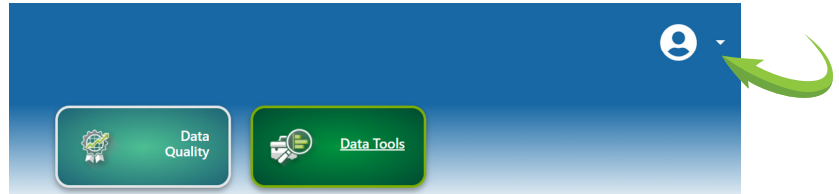
# HOW TO ACCESS

USER PROFILE,  
AUTHORIZATION &  
DATA MANAGEMENT

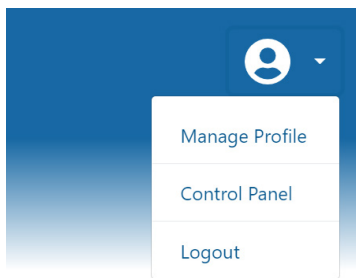


## How to Access User Profile, Authorization and Data Management

**1** When signed in to Improvement Data Center (IDC) Data Tools, click on the arrow to the right of your name.

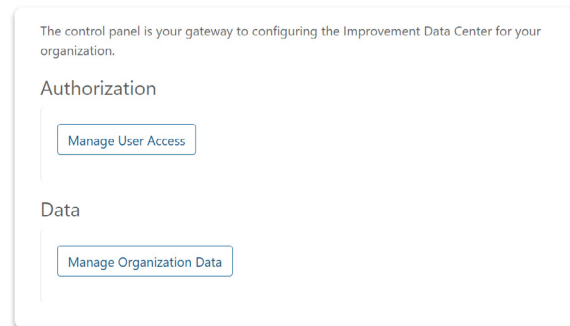


**2** A drop-down menu will appear with options to manage your profile.



**3** **MANAGE PROFILE**  
Here you can add and update information for your profile: name, position and contact information. Update this as needed and click save when done.

**4** **CONTROL PANEL**  
Manage user access and organizational data here.



### AUTHORIZATION

Invite users and manage their access here.

Manage users for:

Please select an organization to begin.

### DATA

Upload and manage your organization's data.

Manage data for:

[← Return to reports](#)

[🔗 What data is needed?](#)

Please select an organization to begin.

For more information on uploading your data files, go to Resource and Support Section on the Data Tools Dashboard.