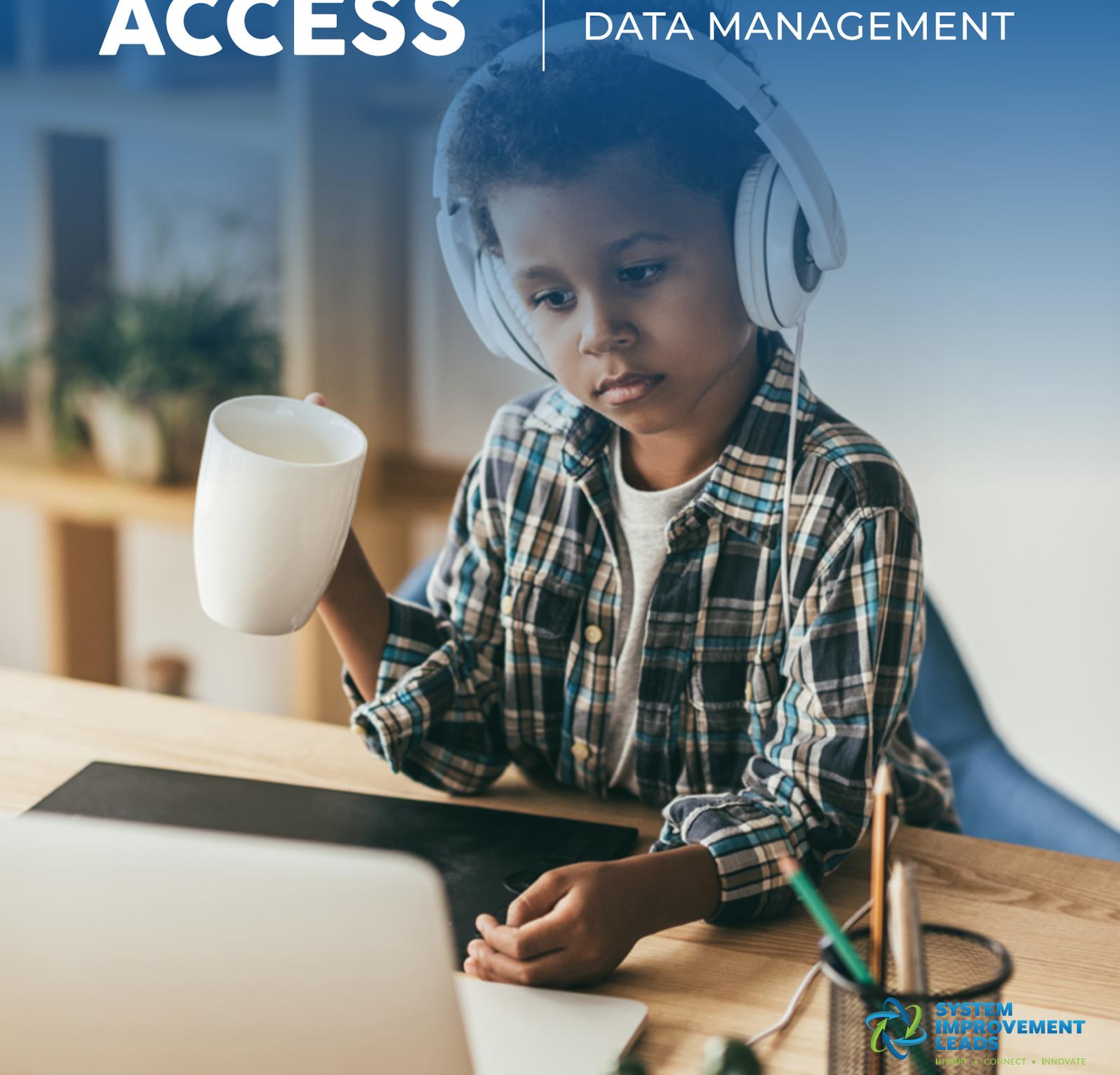


HOW TO ACCESS

USER PROFILE
AUTHORIZATION &
DATA MANAGEMENT



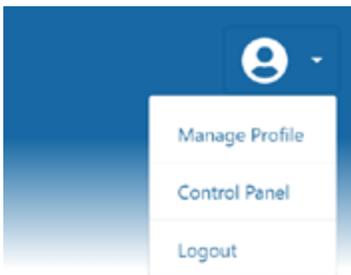
How to Access User Profile, Authorization and Data Management

- 1** When signed on to Improvement Data Center (IDC) Data Tools, in the top right hand corner of the screen click on the down arrow to the right of your name.



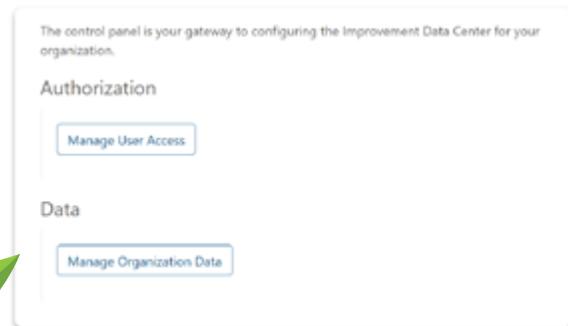
Welcome to the Improvement Data Center (IDC)

- 2** A pop up will open with options for managing your profile.



- 3** **MANAGING 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**
Here you and your organization can manage user access to your account and your organization's data.



AUTHORIZATION

Manage user 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.