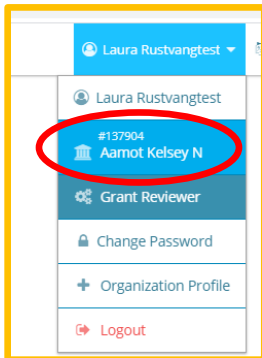
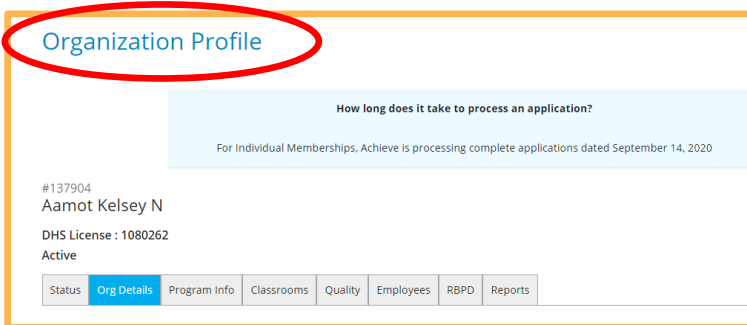


MANAGING ORGANIZATION PROFILES

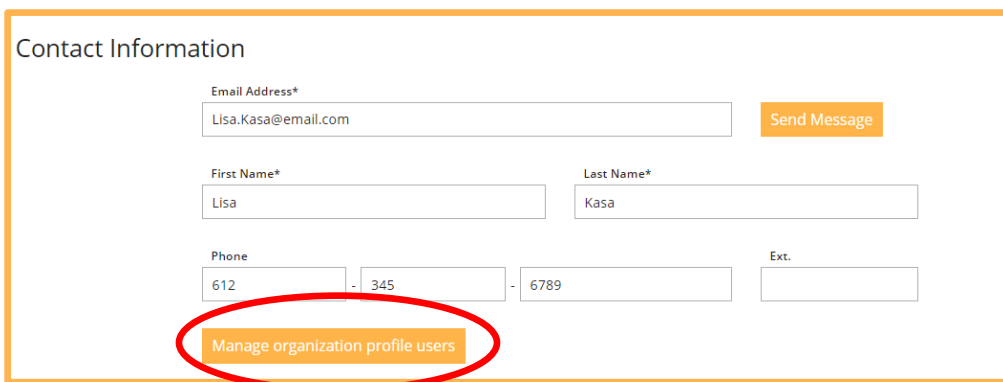
1. Log into your **Develop Individual Profile** with your email address and password.
2. Select the **Organization Profile** from the drop down menu options.



3. After selecting the organization, you will land on the **“Organization Profile”** page.

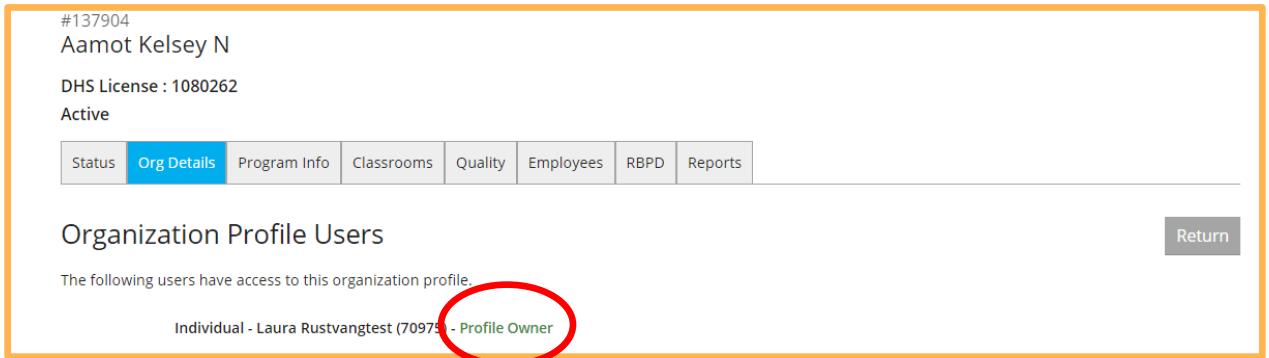


4. Select **“Manage organization profile users”** tab in the contact information section of this page.



5. After selecting the “Managing organization profile users” tab, you will land on the page that will display all of the organization’s profile users. In this case, there is only one organization profile user (Laura Rustvangtest) – Laura is labeled as the **“Profile Owner”**.

Develop – Managing Organization Profiles



#137904
Aamot Kelsey N
DHS License : 1080262
Active

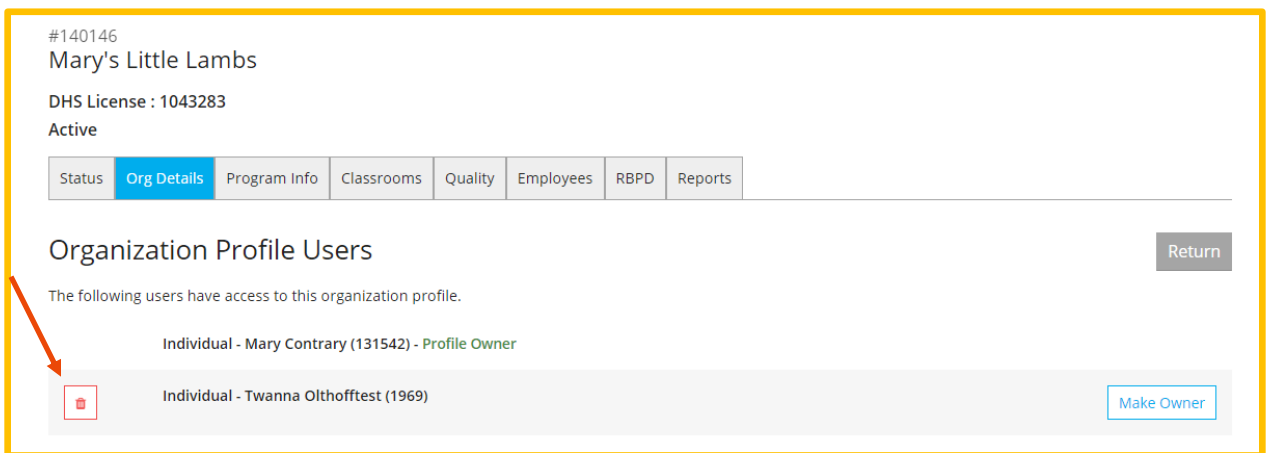
Status **Org Details** Program Info Classrooms Quality Employees RBPD Reports

Organization Profile Users Return

The following users have access to this organization profile.

Individual - Laura Rustvangtest (70975) - Profile Owner

6. If there were other profile users, they would be listed here, labeled as shown below.




#140146
Mary's Little Lambs
DHS License : 1043283
Active


Status **Org Details** Program Info Classrooms Quality Employees RBPD Reports

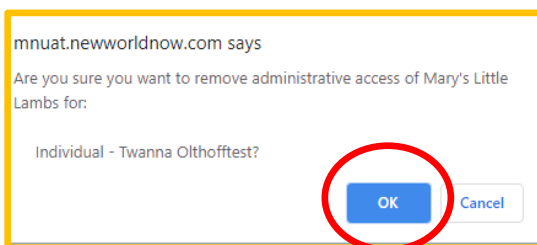
Organization Profile Users Return

The following users have access to this organization profile.

Individual - Mary Contrary (131542) - Profile Owner

 Individual - Twanna Olthofftest (1969) Make Owner

7. To delete an individual from the organization's profile, select the  icon. Once you select this icon, a confirmation screen will be revealed, asking you to confirm your decision to delete this individual from the organization's profile. Select **"OK"** to delete this individual from the organization profile.



mnuat.newworldnow.com says

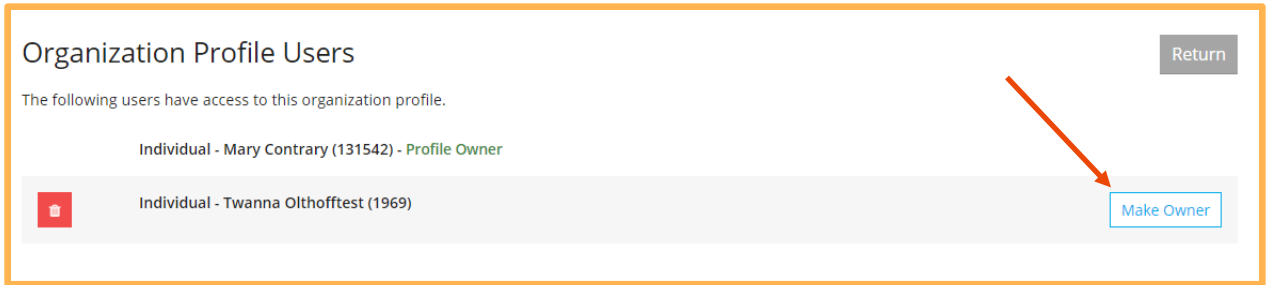
Are you sure you want to remove administrative access of Mary's Little Lambs for:

Individual - Twanna Olthofftest (1969)

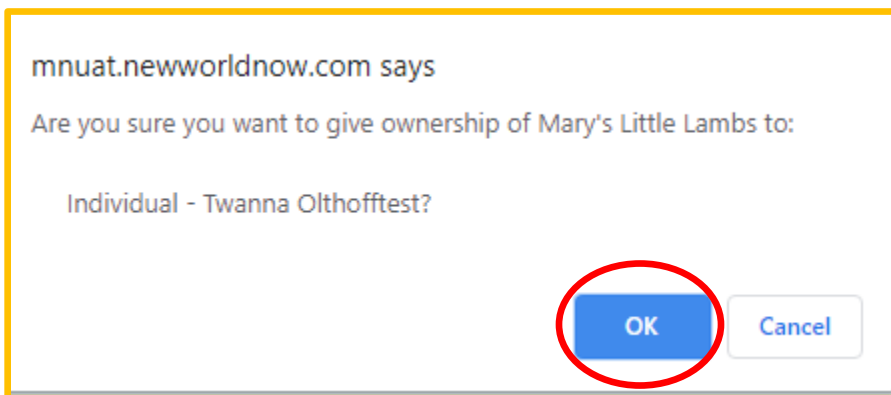
OK Cancel

8. There is also an option to make an individual the **"Profile Owner"**. To change the organization's owner, the current Profile Owner, will need to select the **"Make Owner"** tab.

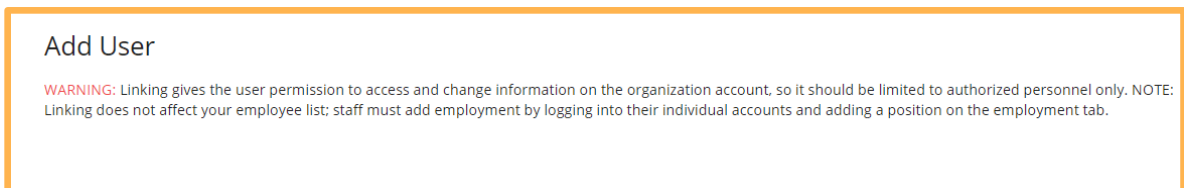
Develop – Managing Organization Profiles



9. Once this tab has been selected, a pop-up box will appear requiring confirmation of this change. Select **"OK"** to confirm you desire to make this individual the Profile Owner.




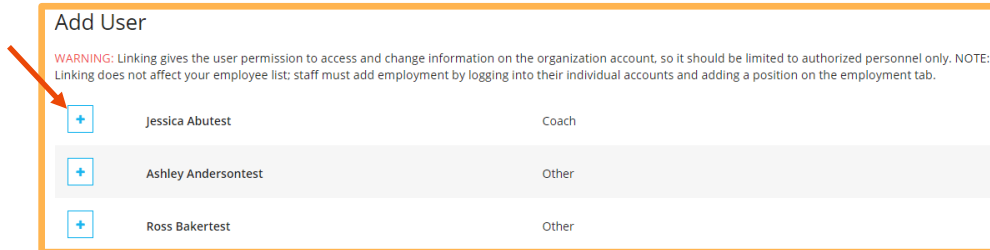
10. Organization Profile Users can also be added to the organization's profile. In order to do that, the individual **MUST** have that organization listed as their current place of employment on their individual Develop account.



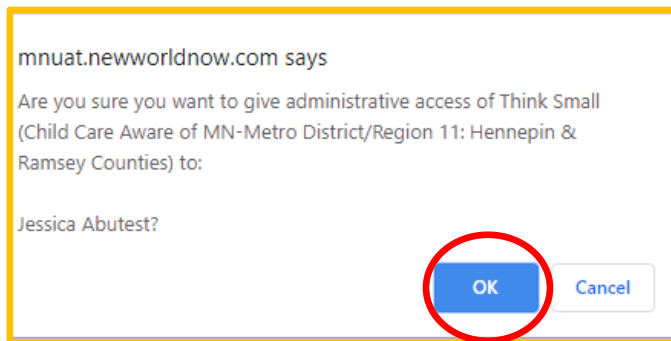
Develop – Managing Organization Profiles

11. Once the individual has added the organization as a current place of employment on their individual account, the organization's Profile Owner can add that individual as a Profile user.

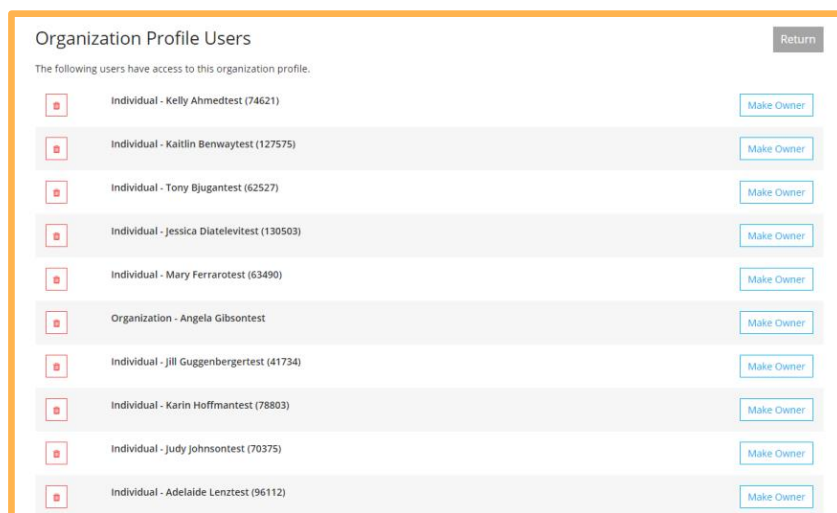
The Profile Owner will select the  icon, to add that individual as an organization profile user.



12. Once the icon has been activated, a pop up screen will be revealed to confirm your decision to add this individual as an organization profile user. Select **"OK"** to approve this request.

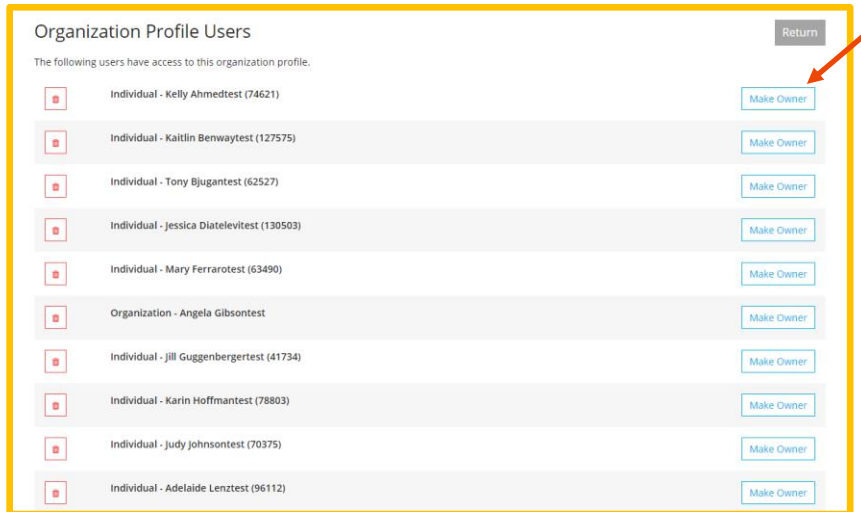


13. Once you have selected **"OK"** this individual's name will be removed from the **"ADD"** list and will now appear in the **"Organization Profile Users"** list. Locate your individual's name to confirm.



Develop – Managing Organization Profiles

14. The new individual you added, can also be made a Profile Owner. To do this, select the “**Make Owner**” tab



15. Once that tab has been selected, a pop-up screen will be revealed, asking you to confirm your decision to make this individual an Organization Profile Owner. Select “**OK**” to confirm. The individual will be added as an Organization Profile User.

