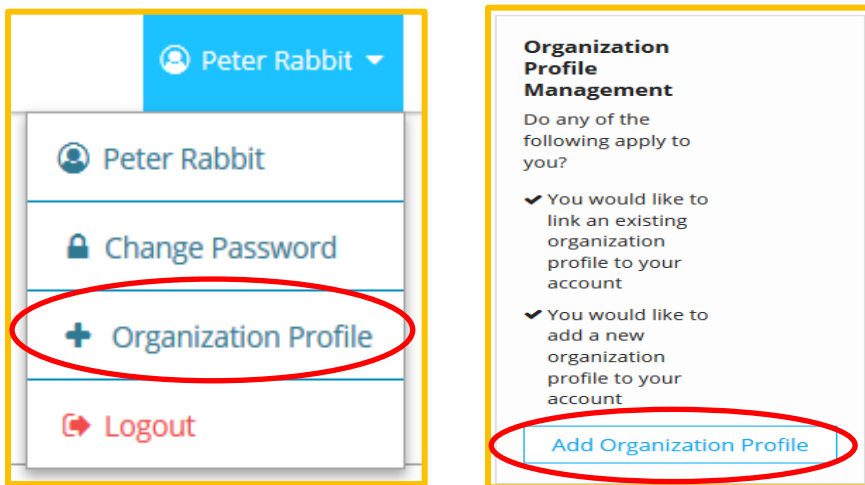


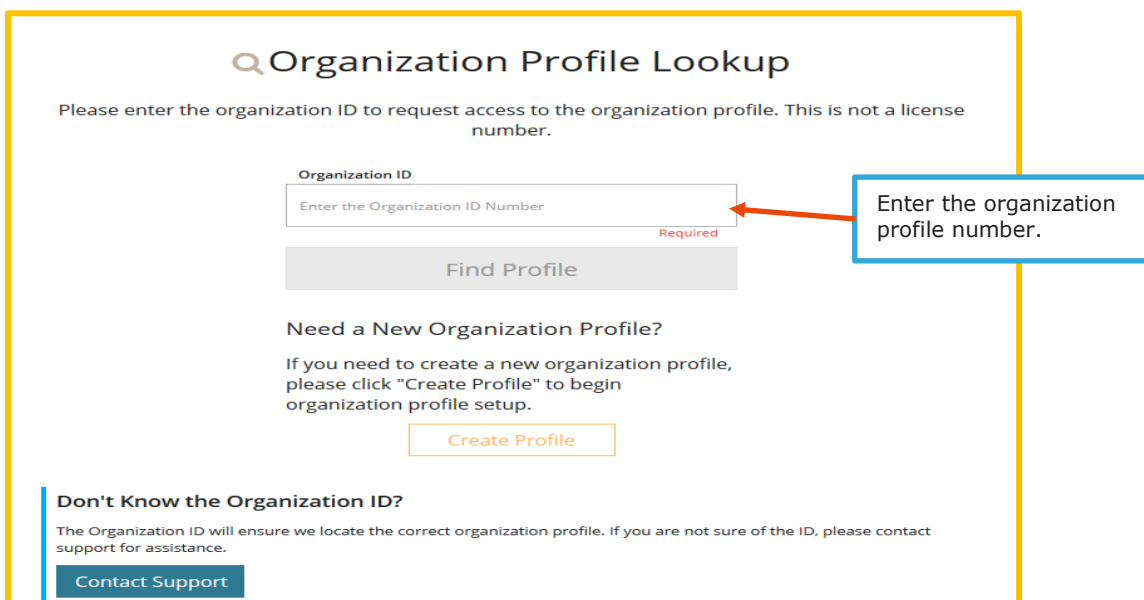
REQUESTING ACCESS TO AN ORGANIZATION PROFILE

If you need access to an **Organization Profile**, you need to request access from the account owner.

1. Login to Develop with your email address and password.
2. You can request access two ways: click on **+Organization Profile** or **Add Organization Profile**.

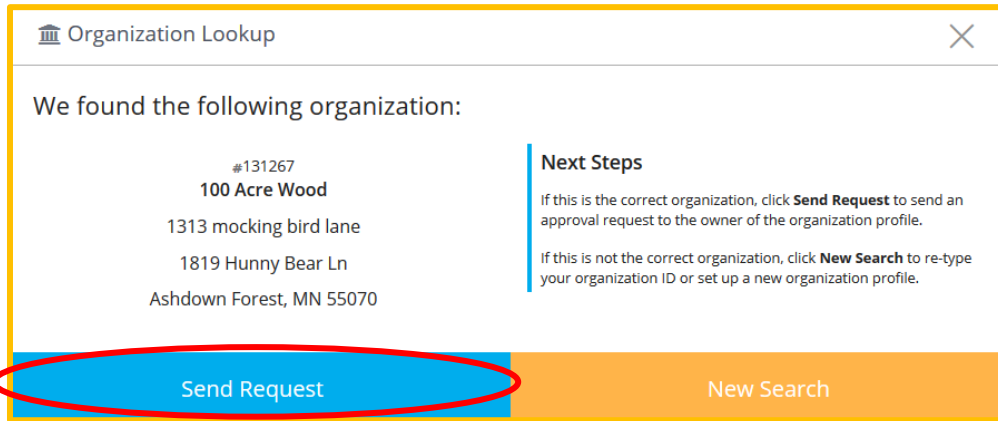


3. Enter the **Develop ID** of the organization you are requesting access to. *This is not the license number.* Click **Find Profile**.

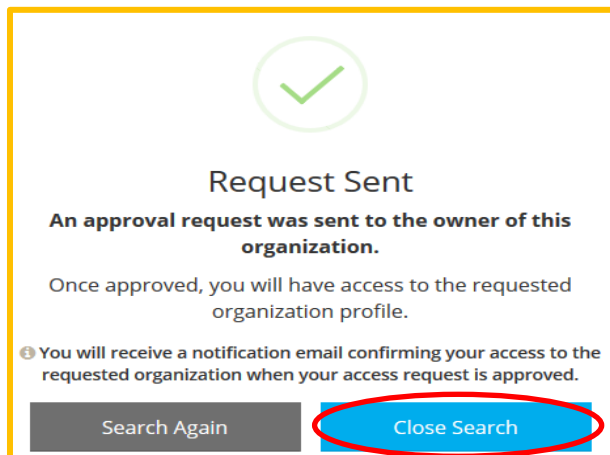


4. The Organization look-up menu will display the information that was located in Develop. If this is the correct Organization, click on **Send Request**.

Granting/Requesting Access to an Organization Profile



5. When you request access, an email will be sent to the organization for approval. Click **Close Search**.



6. Only the owner of the organization can grant access. The help desk cannot grant or approve a request.
7. An email request is sent to the profile owner who can approve or deny the access requested. You will receive an email if your access is granted. If not, you should connect your organization.