develop

## The Minnesota Quality Improvement & Registry Tool
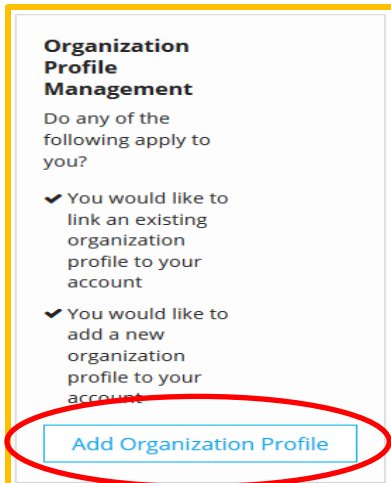
REQUESTING ACCESS TO AN ORGANIZATION PROFILE

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

1.   Login to your Develop Individual Profile with your email address and password.
2.   You can request access two ways:

Click on "**+Organization Profile**" located below the user's name in the upper right hand corner of your screen as shown below.
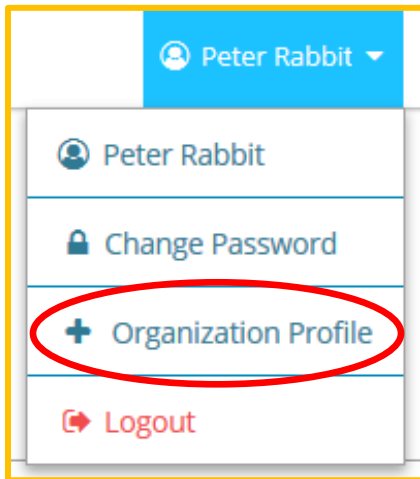
You may also add an organization by selecting the **"Add Organization Profile"** tab located to the right of the screen, just below the individual information screen. The section where you will add an organization is: **Organization Profile Management**, as shown on the screen below.

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Granting/Requesting Access to an Organization Profile

3.   Enter the **Organization ID** of the organization you are requesting access to. *This is not the license number*.

Click **Find Profile**.

Enter the organization profile number.

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

5.   When you request access, an email routes to the organization owner for approval. Click "**Close Search**".

Granting/Requesting Access to an Organization Profile

Please NOTE: Only the owner of the organization can grant access. The help desk cannot grant or approve a request.

7.	An email request routes to the profile owner who can approve or deny access. An approval notification is sent once your access is granted. If you do not receive an email alerting you that your access is granted, please contact the staff person at your organization who manages Develop user accounts. That person should be able to provide you with further instructions.