# develop

The Minnesota Quality Improvement & Registry Tool

## Managing Organization Profile Owners and Users

1. Log into Develop with user name and password.

2. Navigate to the name displayed in the right hand corner of the **My Personal Profile**.
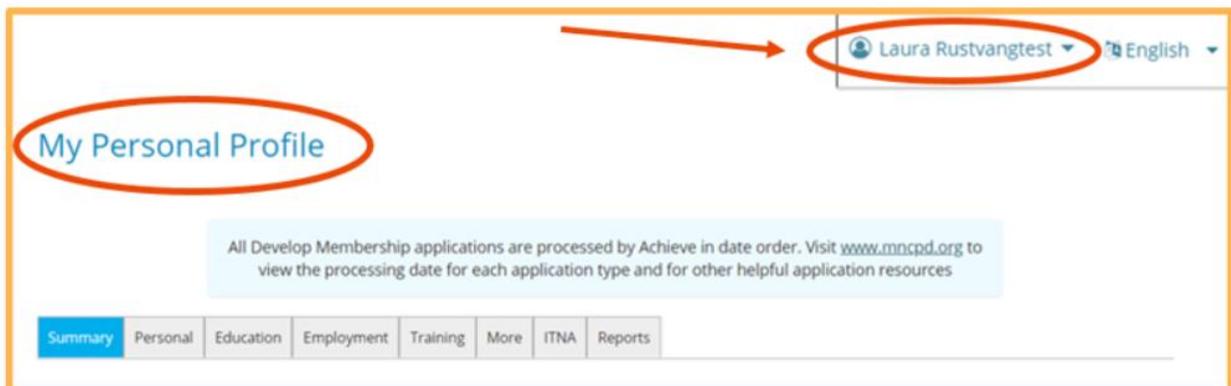


3. Select the organization from the drop down menu options.

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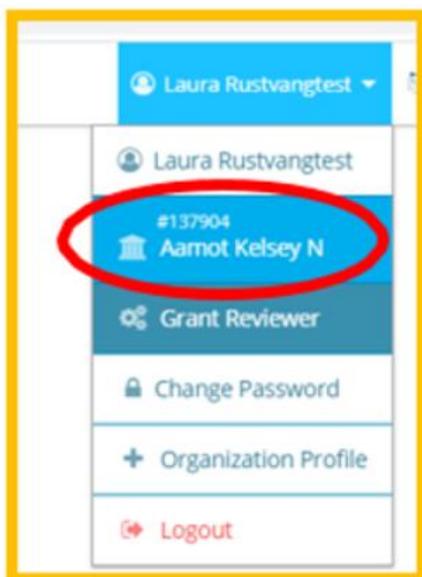
# Managing Organization Profiles

4. The **Organization Profile** page will display.
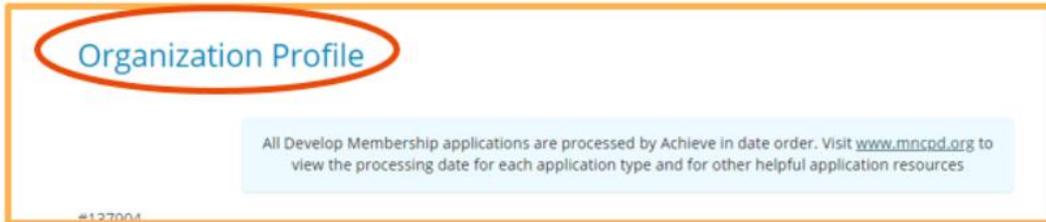


5. Select the **Manage organization profile users** button on the **Contact Information** page.
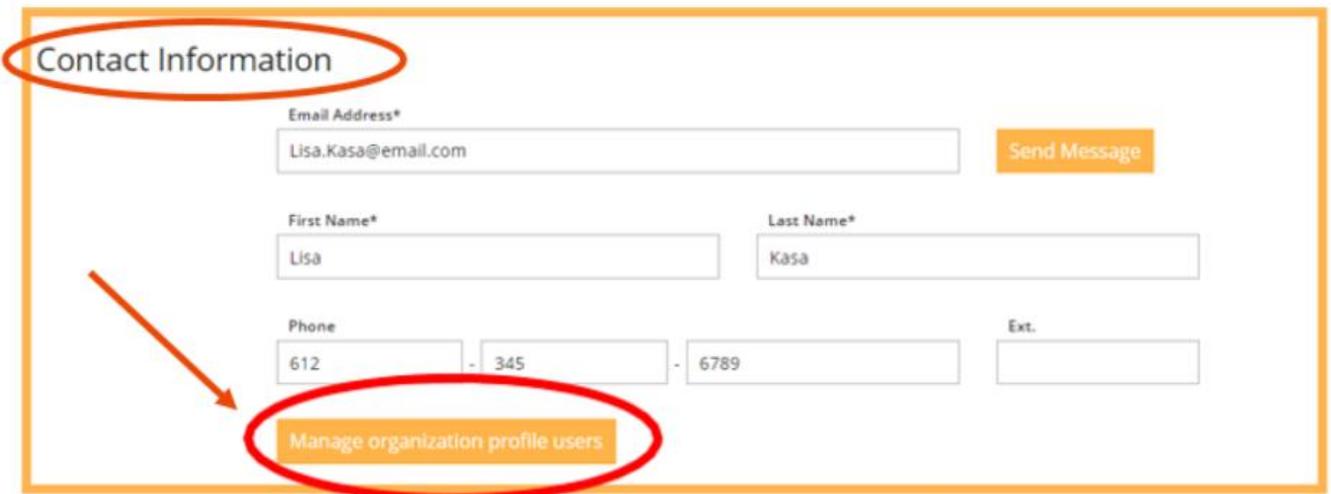
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6. The **Organization Profile Users** page displays all of the organization's users. In this example, there is only one organization profile owner, but there can be multiple organization profile users. For example, Laura Rustvangtest is the profile owner and is labeled as the **Profile Owner**.

   An organization profile has an owner and a user.

   - Profile Owner: An owner has administrative access to the profile. They can grant or deny access to the organization Profile. There can only be one profile owner.

   - Profile User: A user has access to the profile to verify employment, print learning records, and register employees for trainings. There can be multiple profile users.

   NOTE: A profile owner is the only one that can transfer ownership to another user and has access to the "manage profile users". An organization profile user will not have access to transfer ownership or manage profile users.



7. Approved profile users will be listed and labeled as displayed.

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8. **Deleting users**

To delete an individual from the organization's profile, select the [🗑] button. A confirmation screen will display asking to confirm deletion of the selected individual from the organization's profile. Select **OK** to delete the 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?
>
> **OK**   Cancel
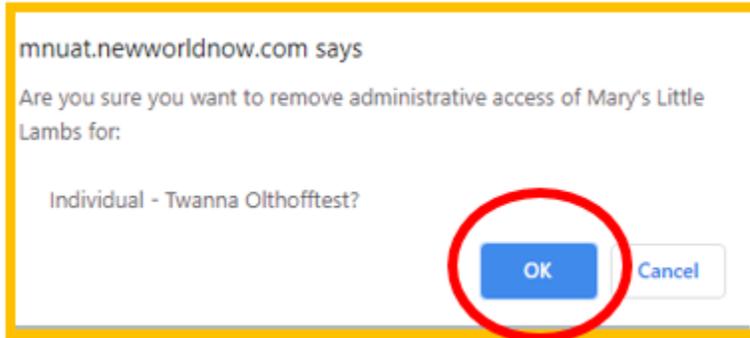
9. **Add a profile owner**

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 highlight the name of the individual they want to make the Owner, then select the **Make Owner** button.

> **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
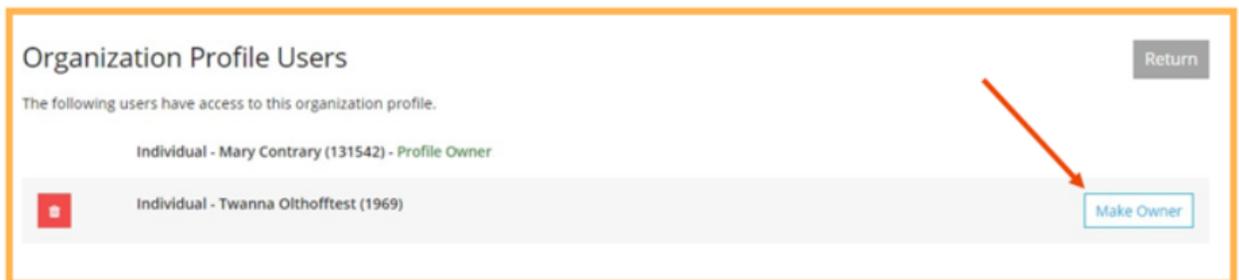
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10. A display box will appear asking confirmation of the change. Select **OK** to confirm and allow the individual to be the Profile Owner.

mnuat.newworldnow.com says

Are you sure you want to give ownership of Mary's Little Lambs to:

Individual - Twanna Olthofftest?

OK        Cancel
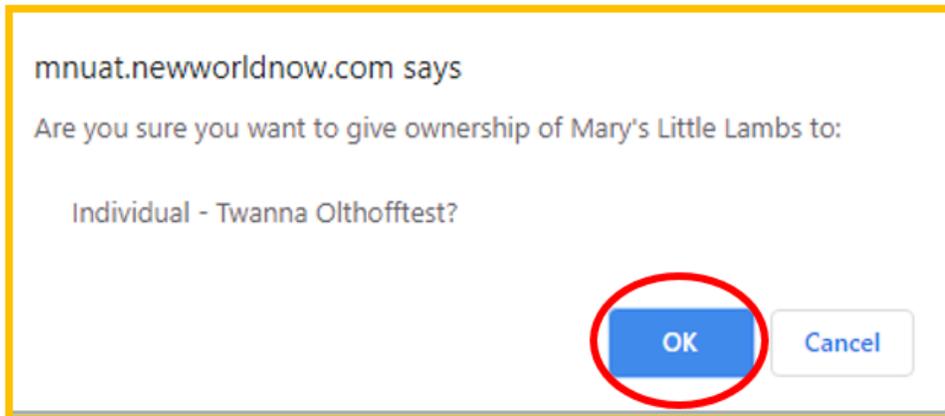
11. **Add profile users**

    Organization Profile Users can also be added to the organization's profile. The individual must have the organization listed as their current place of employment on their individual Develop profile.

    Add User

    WARNING: Linking gives the user permission to access and change information on the organization account, so it should be limited to authorized personnel only. NOTE: Linking does not affect your employee list; staff must add employment by logging into their individual accounts and adding a position on the employment tab.
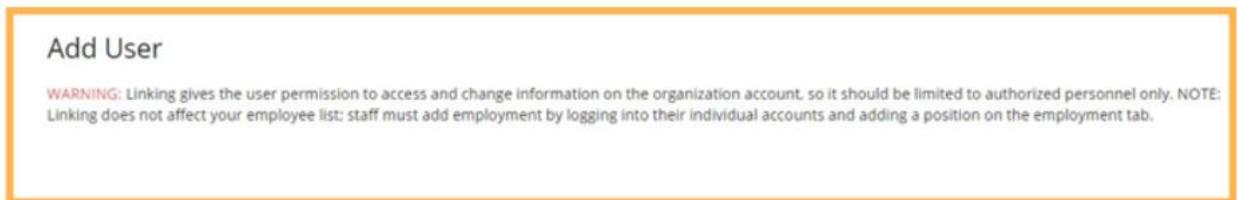
12. Once the individual has added the organization as a current place of employment on their individual profile, the organization's profile owner can add that individual as a profile user.

    The Profile Owner selects the [+] icon, to add that individual as an organization profile user.

    Add User

    WARNING: Linking gives the user permission to access and change information on the organization account, so it should be limited to authorized personnel only. NOTE: Linking does not affect your employee list; staff must add employment by logging into their individual accounts and adding a position on the employment tab.

    | + | Jessica Abutest | Coach |
    | + | Ashley Andersontest | Other |
    | + | Ross Bakertest | Other |

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13. A pop up screen will be displayed to confirm the decision to add this individual as an organization profile user. Select **OK** to approve this request.
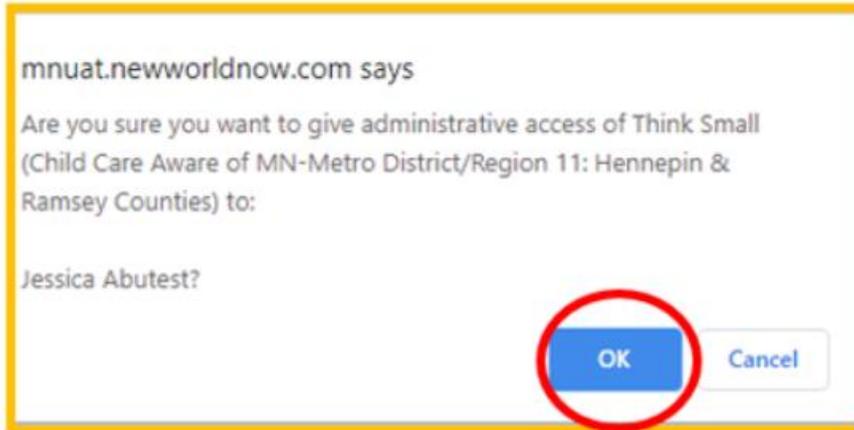


14. The individual's name will be removed from the **Add User** list and will appear in the **Organization Profile Users** list. Locate the individual's name to confirm.
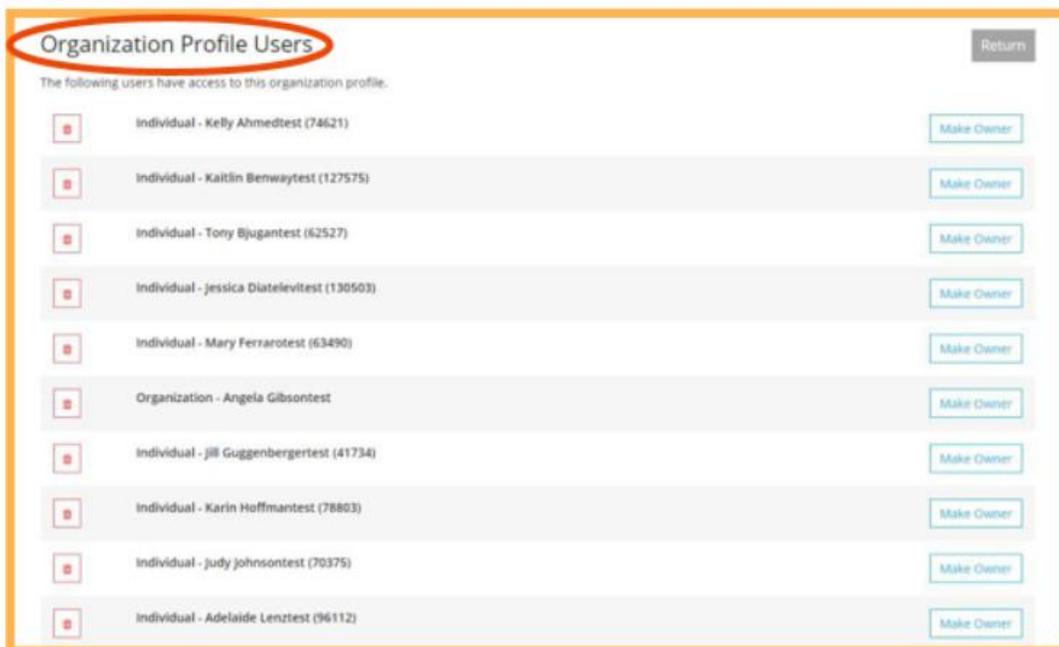
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15. The new individual that was added can also be made a profile owner. To do this, select the **Make Owner** tab next to their name.
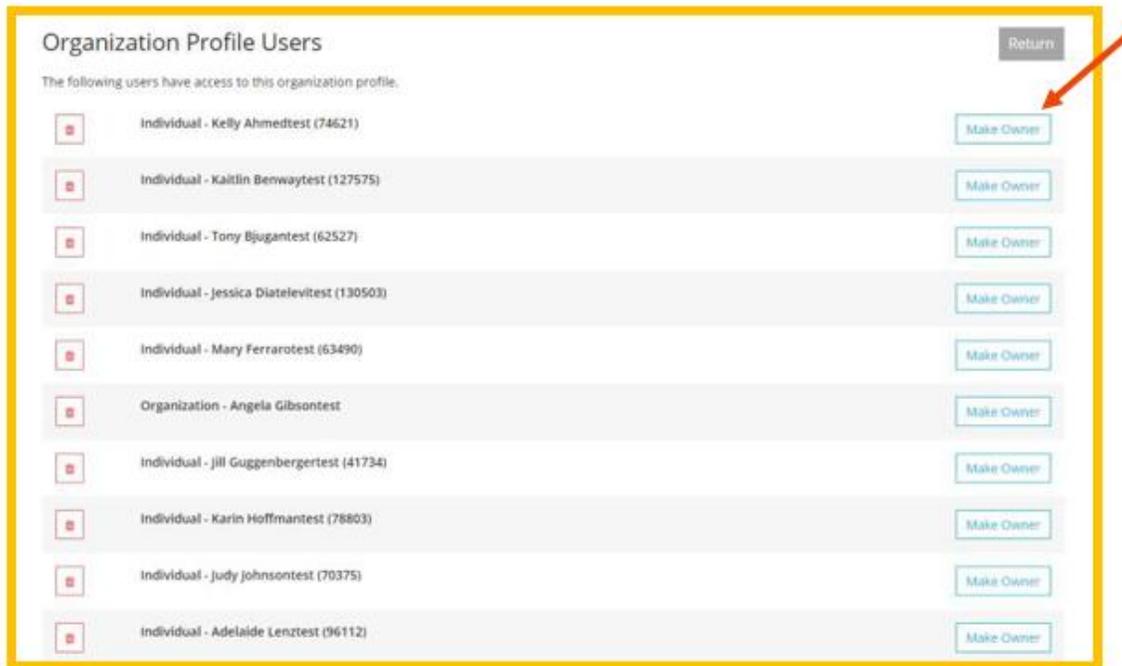


16. A pop-up screen will display to confirm the decision to make this individual an Organization Profile Owner. Select **OK** to confirm. The individual will be added as an Organization Profile User.
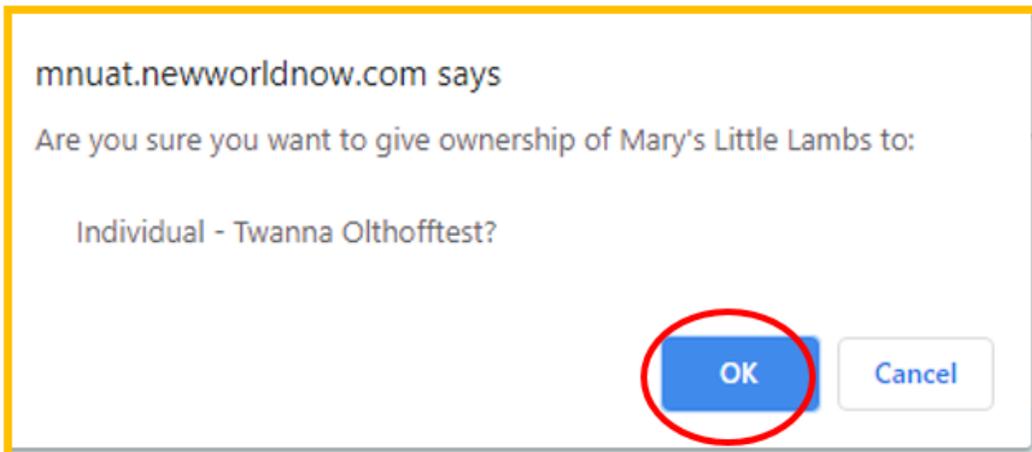
## DEVELOP HELP DESK

The Develop help desk is available by phone Monday through Friday.

- Monday, Wednesday and Friday hours are from 8:00 a.m. to 5:00 p.m.

- Tuesday and Thursday hours are from 8:00 a.m. to 7:00 p.m.

- Call 844-605-6938 or email support@develophelp.zendesk.com

For assistance in Hmong, Somali or Spanish, contact the Language Access Line provided through Child Care Aware of Minnesota.

- 888-291-9611 **or** 651-655-0150