# Manage Your User Profiles Screencast – Accessible Version

Introduction

Welcome to the *Manage Your User Profiles* screencast.

This screencast will show you how to manage your user profile(s) in the Health Data Portal (the Data Portal)

By the end of this screencast, you should know how to:

* update your user profile,
* request the creation of an alternate user profile,
* check the status of your alternate user profile creation request, and
* switch between your user profiles.

Update Your User Profile

If needed, you can change your contact details in the Health Data Portal by updating your user profile.

1. To update your user profile, from any screen in the Data Portal, select the down arrow next to your name in the top right-hand corner of the screen.
2. Select **Manage My User Profile** from the list that displays.
3. To put the Manage User Details screen into edit mode, select the **Edit User Details (the pencil)** button.
4. You can now update your phone number(s) and email address as needed.
5. To save your changes, select the **Save** button at the bottom of the screen.
6. To continue, select **Yes** in the Save Changes window that displays.

The Data Portal home screen will display and the changes you have made to your user profile have been saved.

Request an Alternate User Profile

When you register in the Data Portal, you will have a “home” organisation assigned to your profile. If required, however, you can request a user profile for any additional organisations you belong to or work with.

1. To request an alternate user profile, from any screen in the Data Portal, select the down arrow next to your name in the top right-hand corner of the screen.
2. Select **Request New Profile** from the list that displays.
3. On the Request User Profile screen, select the down arrow in the **Organisation** field and select the organisation you wish to request an alternate user profile for.

The *Organisation* drop down list contains a search field where you can enter in the name of the organisation in question to refine the list. Alternatively, you can scroll down the list.

1. Select the organisation you are requesting a user profile for.
2. Once you have selected the organisation, select the **Request** button.

Your request for an alternate user profile has now been submitted to the *User Administrato*r for the nominated organisation.

Check the Status of the Alternate User Profile Request

Once you have submitted a request to have an alternate user profile created, you can easily check the status of the request in the Data Portal.

1. To check the status of a user profile request in the Data Portal, ensure the Data Portal home screen is displayed.
2. From the Data Portal home screen, select the **down arrow** next to your name in the top right-hand corner of the screen.
3. Select **My User Profiles** from the list that displays.

The Manage Users screen will display a list of your user profiles in the Data Portal, including the new profile you have requested. You will notice this profile will have the status of *Pending* if the *User Administrator* for the nominated organisation hasn’t actioned the request.

The possible user profile statuses are:

* **Pending** – a profile that has not yet been activated by an organisation’s *User Administrator*.
* **Active -** a profile that has been activated by an organisation’s *User Administrator*.
* **Revoked -** a profile that has been rejected or suspended by an organisation’s *User Administrator*.

Switch User Profiles

If you have multiple user profiles in the Data Portal, you can easily switch between them as required, depending on the organisation you need to manage a data asset for.

1. To switch user profiles, from any screen in the Data Portal, select the **down arrow** next to your name in the top right-hand corner of the screen.
2. Select **My User Profiles** from the list that displays.

The My Profiles screen will display, listing your default profile (the one currently in use) along with any other profiles that have been created for you.

1. To switch to an alternate profile, select **Switch** in the **Action** column for the profile you wish to use.
2. To continue, select the **Switch** button.

You have now switched to your alternate user profile and can perform the activities permitted by this profile.

1. To return to your default user profile, just repeat the previous steps.

Performing these steps will activate the selected profile for your current session only and your default profile will be restored the next time you log in.

1. To set an alternate profile as your default profile for future log ins, simply select **Set Default** next to the profile instead of **Switch**.