## **UN BUSINESS INTELLIGENCE**

**QUICK GUIDE: Data Cookbook User Profile** 

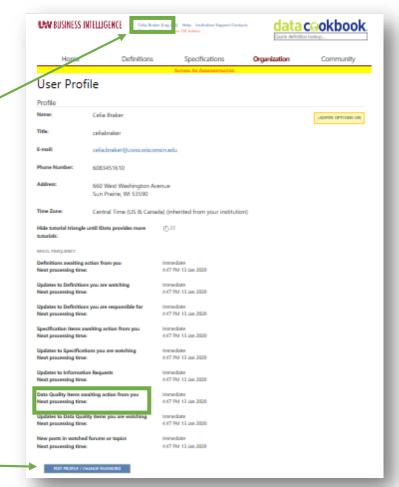
Signing into UWBI Data Cookbook

- Login into: UWBI Data Cookbook: <a href="https://uwsa.datacookbook.com/">https://uwsa.datacookbook.com/</a>
- On the Home page select your username located at the center top of the screen.
  - 1. The Home, Definitions, Specifications, Organization, and Community Tabs across the top will always be visible even when you view or edit your User Profile.
    - a. If you scroll down the User Profile page, you'll see additional settings and permissions you have for your User Profile. They include:
      - i. User Groups
      - ii. User Permissions
      - iii. Definition Permissions
      - iv. Technical Information Permissions
      - v. Latest Activity
      - vi. Definitions Created
      - vii. Definitions Moderated
      - viii. Watched Definitions
      - ix. Watched Specifications
      - x. Watched Collections
      - xi. Watched Institutions
      - xii. Watched Communities

## EDIT PROFILE / CHANGE PASSWORD

b. The

- Edit your personal information
- ii. Reset your password
- iii. Manage your email frequencies
- iv. Contact information



Contact us at: <a href="mailto:uwbi@uwss.wisconsin.edu">uwbi@uwss.wisconsin.edu</a>
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**Button allows you to:**