

QUICK GUIDE: Data Cookbook User Profile

Signing into UWBI Data Cookbook

- Login into: UWBI Data Cookbook: <https://uwsa.datacookbook.com/>
- 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

b. The

EDIT PROFILE / CHANGE PASSWORD

Button allows you to:

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

The screenshot shows the 'User Profile' page in the UWBI Data Cookbook. At the top, there are navigation tabs: Home, Definitions, Specifications, Organization, and Community. The user's name 'Celia Braker' is highlighted in a green box at the top center. Below the navigation is a yellow bar with the text 'Across All Assessments'. The main content area is titled 'User Profile' and contains a 'Profile' section with fields for Name, Title, E-mail, Phone Number, Address, and Time Zone. Below this is a section for 'Data Quality Items' with a table of updates. At the bottom right, there is a blue button labeled 'EDIT PROFILE / CHANGE PASSWORD', which is highlighted in a green box. A green arrow points from the text 'Button allows you to:' to this button. Another green arrow points from the text 'On the Home page select your username located at the center top of the screen.' to the user's name 'Celia Braker'.

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