

HOW TO ACCESS

CONTROL
PANEL: USER
AUTHORIZATION &
DATA MANAGEMENT



**SYSTEM
IMPROVEMENT
LEADS**

How to Access Control Panel: User Authorization and Data Management

1 When signed into the LEA Data Drilldown, click on **Control Panel**.

IMPROVEMENT DATA CENTER **CONTROL PANEL** RESOURCES LOGOUT



2 **CONTROL PANEL**
Manage user access and organizational data here.

The control panel is your gateway to configuring the Improvement Data Center for your organization.

Authorization

[Manage User Access](#)

Data

[Manage Organization Data](#)

AUTHORIZATION

Invite users and manage their access here.

Manage users for: [Select Organization](#)

Please select an organization to begin.

DATA

Upload and manage your organization's data.

Manage data for: [Select Organization](#)

[Return to reports](#)

[What data is needed?](#)

Please select an organization to begin.

TYPES OF USER ACCESS

Member Access: This user has view only access to view LEA snapshot reports.

Organization Admin: This user has access to add and remove other users in the LEA Data Drilldown account as well as upload and remove data files. There may be more than one Organization Admin on an account. The user that initially activates the LEA Data Drilldown account is automatically assigned this role.

User Admin: This user can add and remove other users as well as change user access type.

Data Admin: This user can add and remove data files needed to run the LEA snapshot reports.