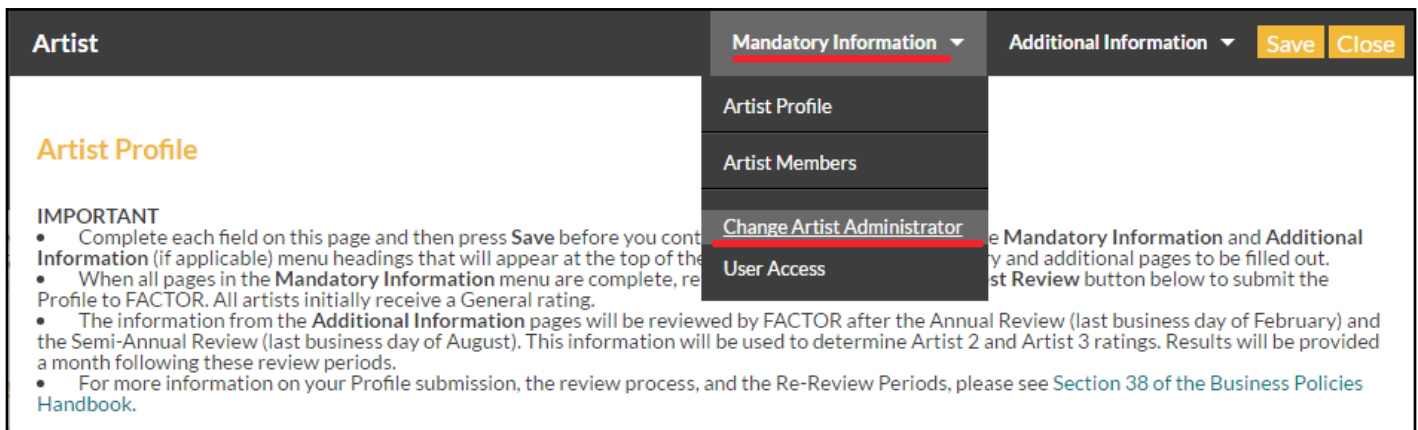


Security and Sharing Tutorial

If you create a new profile while your user profile is logged in, you become the default administrator of that profile. An artist or applicant administrator is responsible for managing and updating the profile. The administrator has full read and write access to the profile for the duration that they are the administrator, meaning that they can view and edit all the information within the profile, and use the profile to create new projects. The administrator is the only user who can designate a new administrator.

The process is the same for both artist and applicant profiles, though the images below refer to an artist profile.



Artist Mandatory Information ▼ Additional Information ▼ Save Close

Artist Profile

IMPORTANT

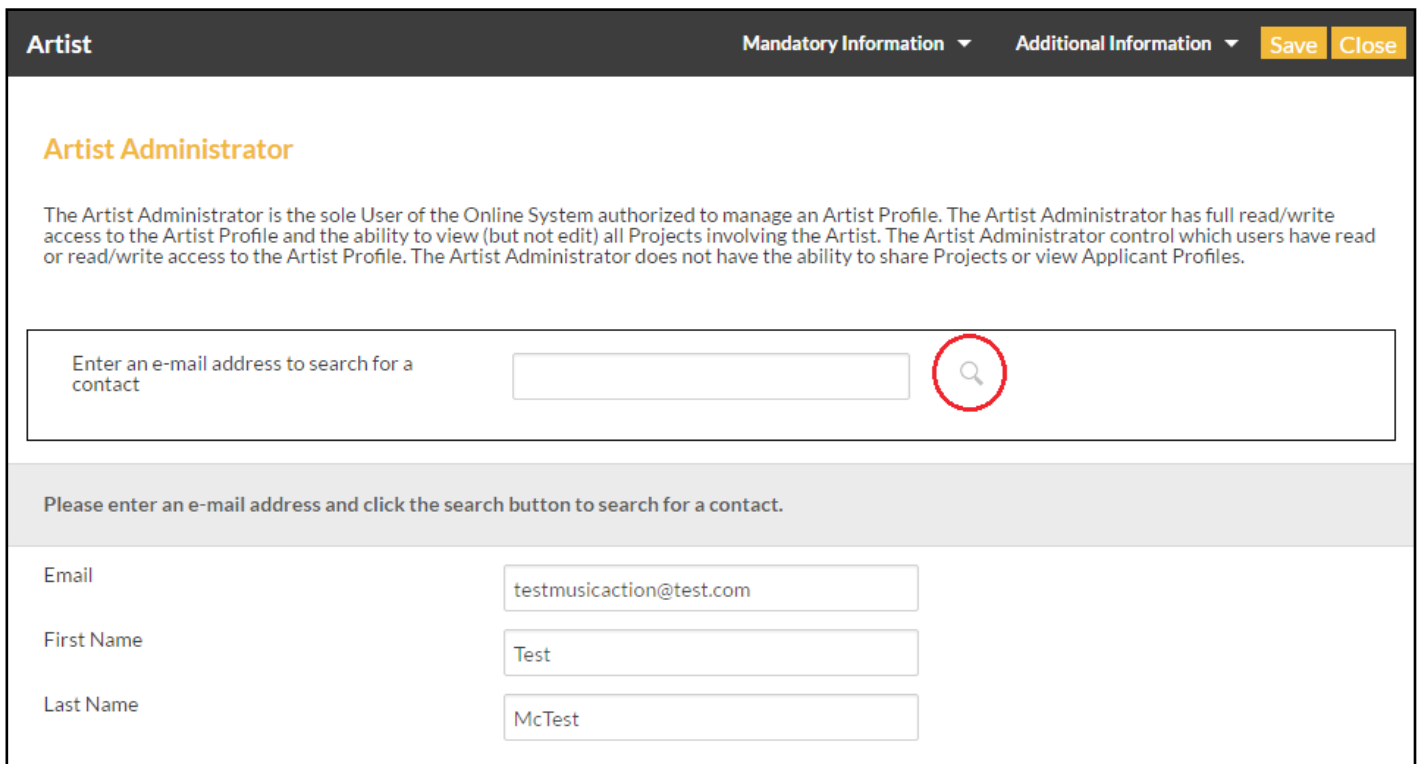
- Complete each field on this page and then press **Save** before you continue to the Additional Information (if applicable) menu headings that will appear at the top of the page.
- When all pages in the **Mandatory Information** menu are complete, re-click the **Save** button to save the Profile to FACTOR. All artists initially receive a General rating.
- The information from the **Additional Information** pages will be reviewed by FACTOR after the Annual Review (last business day of February) and the Semi-Annual Review (last business day of August). This information will be used to determine Artist 2 and Artist 3 ratings. Results will be provided a month following these review periods.
- For more information on your Profile submission, the review process, and the Re-Review Periods, please see [Section 38 of the Business Policies Handbook](#).

Artist Profile
Artist Members
Change Artist Administrator
User Access

Click the **Change Artist Administrator** option under the **Mandatory Information** and **Additional Information** menu headings to change the administrator. The administrator is the only user who can designate a new administrator. Click the **Save** button below to submit the changes.

You can change the designated administrator of an artist or applicant profile by selecting the Change Administrator option under the Mandatory Information or Applicant Profile dropdown menu. Only the current administrator and FACTOR staff can make this change.


Ensure that the individual who will be named the artist or applicant administrator has an existing user profile. Search the FACTOR system for the email address associated with their user profile, and the relevant information will autopopulate in the fields below.



Artist Mandatory Information ▼ Additional Information ▼ Save Close

Artist Administrator

The Artist Administrator is the sole User of the Online System authorized to manage an Artist Profile. The Artist Administrator has full read/write access to the Artist Profile and the ability to view (but not edit) all Projects involving the Artist. The Artist Administrator control which users have read or read/write access to the Artist Profile. The Artist Administrator does not have the ability to share Projects or view Applicant Profiles.

Enter an e-mail address to search for a contact 

Please enter an e-mail address and click the search button to search for a contact.

Email

First Name

Last Name

Note that when you save this change, you will no longer have access to the profile, unless your user profile has been added to the User Access section with sufficient privileges. If you need to keep access to this profile when you are no longer the administrator, follow the instructions below to grant yourself access.

You can only remove an administrator if you are currently the designated administrator. If you need assistance to revoke someone's access to your profile, get in touch with your Project Coordinator or general.info@factor.ca immediately.

You may also grant other users access to a profile, and determine the level of access they have.

The screenshot shows the 'Artist' profile page with a dropdown menu open. The menu options are: Artist Profile, Artist Members, Change Artist Administrator, and User Access (which is highlighted with a red underline). The background page shows the 'Artist Profile' section with an 'IMPORTANT' notice and a 'Save' button.

Artist members who are connected to an artist profile, and partners and signing authorities who have been added to an applicant profile must have, at minimum, read only access to the profile they are associated with (more on these access levels below). If you are working with grant writers, members of your management team, or employees of a record label or other music company that require access to your profile, navigate to the User Access option under the profile dropdown menu.

The screenshot shows the 'User Access' section. It contains a list of users with their contact information and access levels. A table is shown with the following data:

| Contact | Access Level |
|--------------------------|------------------|
| testmusicaction@test.com | Read Only Access |

Below the table, there is a pagination control showing 'Page: 1 of 1' and a 'Go' button. At the bottom right, there are three buttons: 'Add', 'Edit', and 'Delete'. The 'Add' button is highlighted with a red box.

Click on the Add button, which will launch a new pop-up window where you will be able to search for the email address of the user profile you wish to grant access to (please note that only individuals with FACTOR user profiles can be granted access to an artist or applicant profile). If the person you wish to grant access to does not have a user profile, they will have to create one. See our [User Profile Tutorial](#) for assistance.

Enter an email address to search the FACTOR system for the related user profile. If there is a match, the relevant information will autopopulate in the fields below. Then, select the appropriate access level.

User Access

SaveClose

Enter an e-mail address to search for a contact

No contact found with the provided email address. Please enter contact details.

Email

testmusicaction@gmail.com

First Name

Test

Middle Name(s)

Last Name

McTest

Citizenship Status

Canadian Citizen

Access Level

Read & Write Access

Will the user have access to User Confidential files?

Yes

There are three options: **no access**, **read only**, and **read and write**.

Read and write grants the user access to view, make changes, and use the profile in an application. Read only access will allow the user to view the profile, but they will not be able to make any changes or use the profile in an application. No access closes all access to the user (this option is used when you want to remove access from a formerly authorized user).

You will also set whether the user will have access to confidential files.

When you are finished, save and close the window, and repeat these steps for any additional users that require access.

An email will be sent to any user(s) you have added, informing them that they have been granted access to the profile.

As the administrator, you do not necessarily need to add yourself to the User Access page, but be aware that if you are not granted access to a given profile, you will lose all access to that profile if the administrator is changed to a different user. If you need to retain access to the profile when you are no longer the administrator, add yourself to the User Access section before selecting the new administrator.