

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.

The screenshot shows the 'Artist Profile' page. At the top, there are tabs for 'Mandatory Information' and 'Additional Information', along with 'Save' and 'Close' buttons. A dropdown menu is open under 'Mandatory Information', listing 'Artist Profile', 'Artist Members', 'Change Artist Administrator' (highlighted with a red underline), and 'User Access'. Below the menu, the 'IMPORTANT' section contains several bullet points regarding profile completion and review processes.

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.

The screenshot shows the 'Artist Administrator' page. It features a search bar with the placeholder text 'Enter an e-mail address to search for a contact' and a magnifying glass icon. Below the search bar, a message reads: 'Please enter an e-mail address and click the search button to search for a contact.' Underneath, there are three input fields: 'Email' (containing 'testmusicaction@test.com'), 'First Name' (containing 'Test'), and 'Last Name' (containing 'McTest').

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 top of an 'Artist' profile page. At the top right, there are two dropdown menus: 'Mandatory Information' and 'Additional Information', followed by 'Save' and 'Close' buttons. A dropdown menu is open under 'Mandatory Information', listing 'Artist Profile', 'Artist Members', 'Change Artist Administrator', and 'User Access'. The 'User Access' option is highlighted with a dark grey background. Below the dropdown, the page content includes an 'Artist Profile' heading, an 'IMPORTANT' section with bullet points, 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 of the 'Artist' profile. At the top right, there are 'Mandatory Information' and 'Additional Information' dropdowns, and a 'Close' button. The 'User Access' heading is followed by a paragraph explaining access levels and a list of three levels: Read & Write, Read Only, and No Access. Below this, it states that only the designated Artist Administrator may grant and change User Access levels. A table shows one user with the email 'testmusicaction@test.com' and 'Read Only Access'. Below the table is a pagination control showing 'Page: 1 of 1' and a 'Go' button. At the bottom right, there are 'Add', 'Edit', and 'Delete' buttons, with the 'Add' button highlighted by 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.

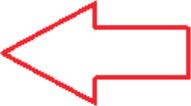
User Access

Save Close

Enter an e-mail address to search for a contact 

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

Email	<input type="text" value="testmusicaction@gmail.com"/>
First Name	<input type="text" value="Test"/>
Middle Name(s)	<input type="text"/>
Last Name	<input type="text" value="McTest"/>
Citizenship Status	<input type="text" value="Canadian Citizen"/>
Access Level	<input type="text" value="Read & Write Access"/>
Will the user have access to User Confidential files?	<input type="text" value="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.