

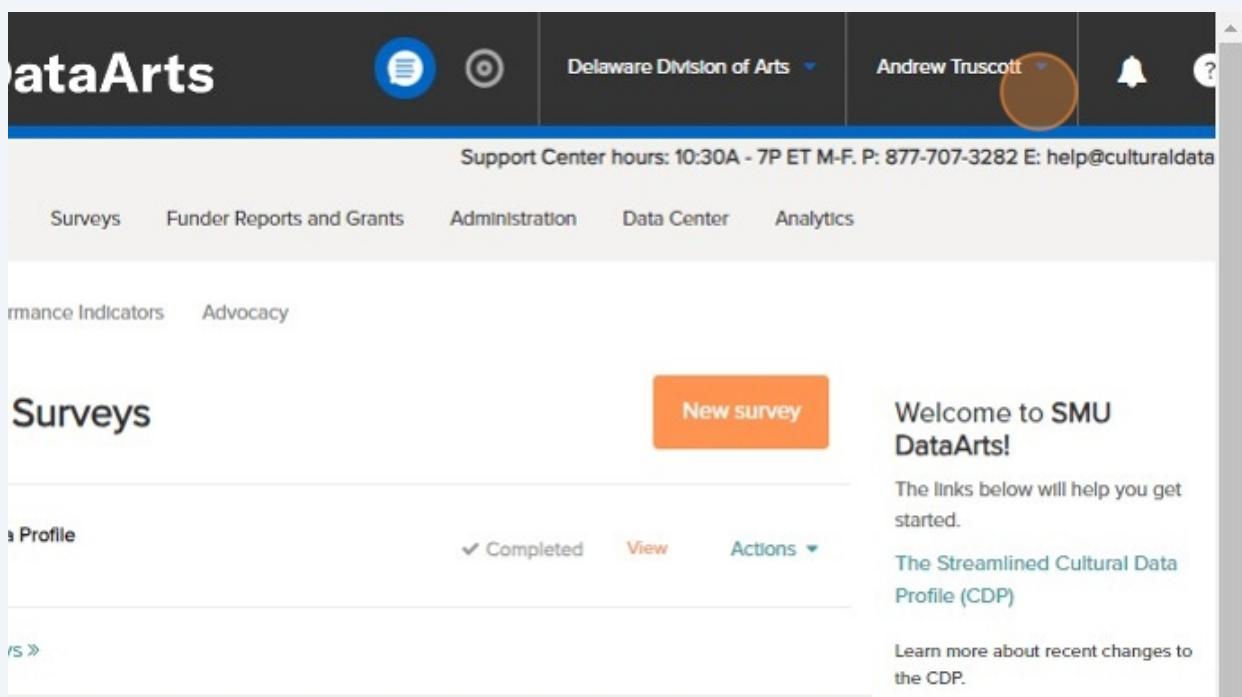
# How to Join an Organization in the Cultural Data Profile



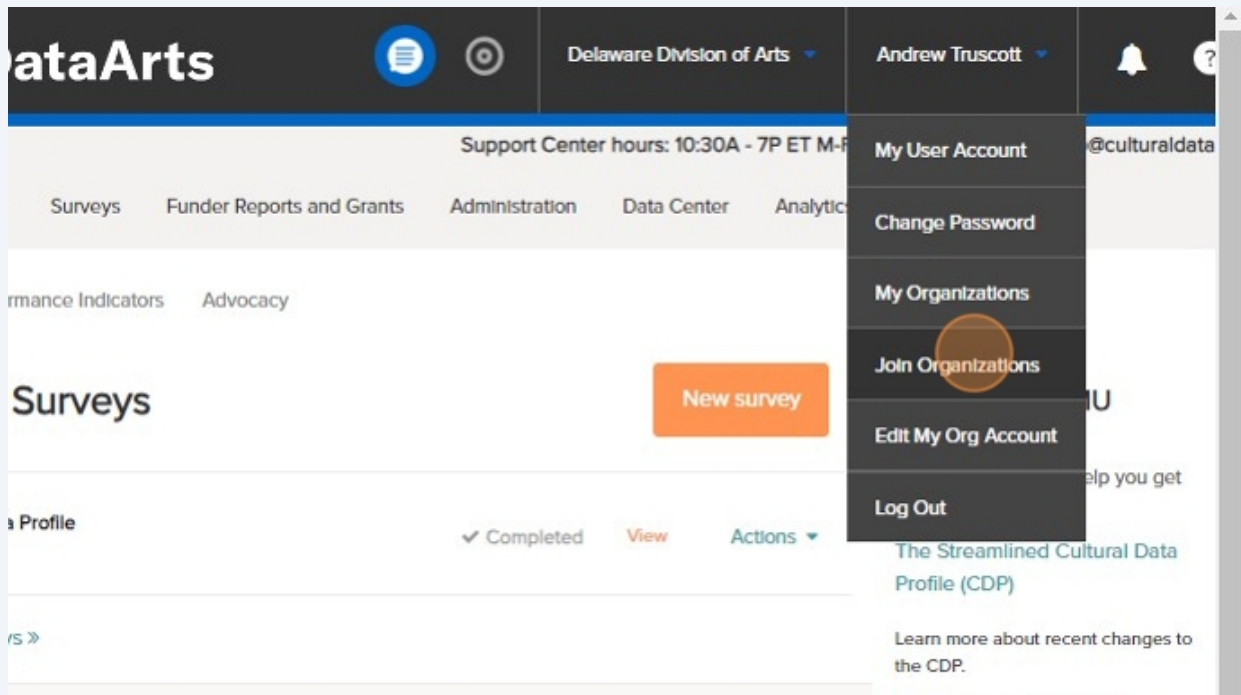
In order to join an organization, please log in and follow the directions below. For more detailed instructions, visit SMU's Knowledge Base at [dataarts.my.salesforce-sites.com/Resources/arti...](https://dataarts.my.salesforce-sites.com/Resources/arti...)

- 1 Navigate to <https://da.culturaldata.org/dashboard>

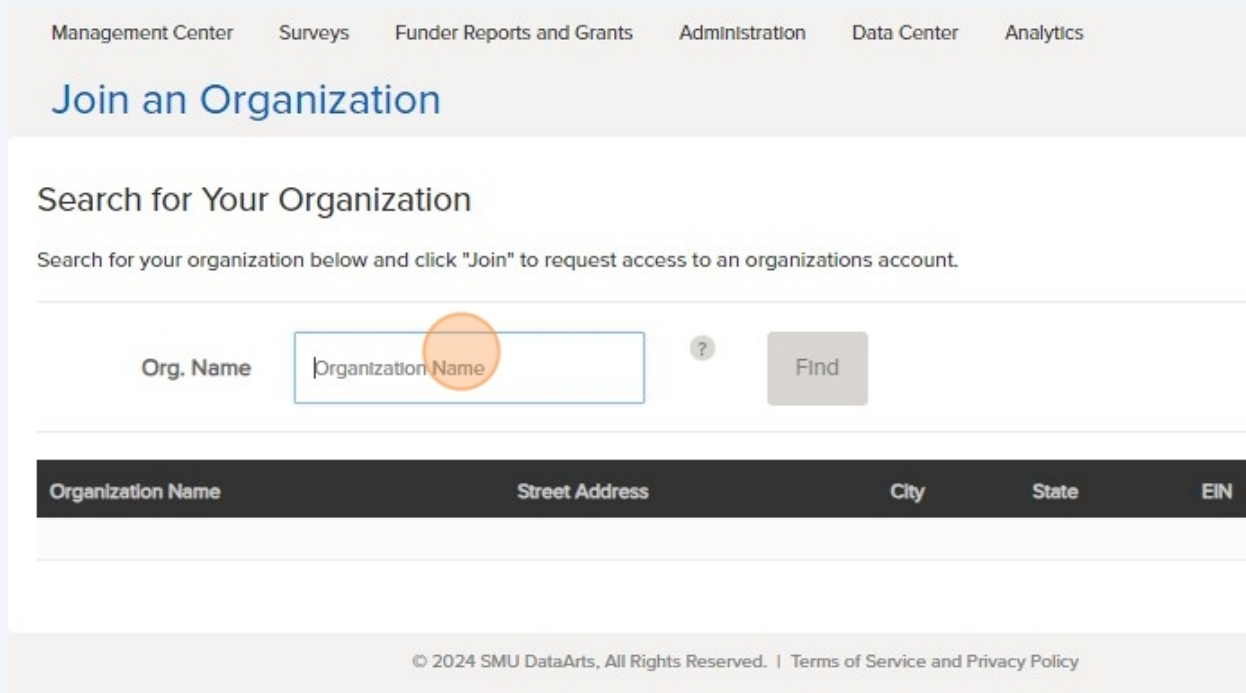
- 2 Click on your name in the upper right-hand corner of the page.



### 3 Click "Join Organizations"



### 4 Click the "Organization Name" field.



5 Type the name of your organization.

6 Click "Find"

Center Surveys Funder Reports and Grants Administration Data Center Analytics

## Find an Organization

Find an organization below and click "Join" to request access to an organizations account.

Organization Name  ? Find

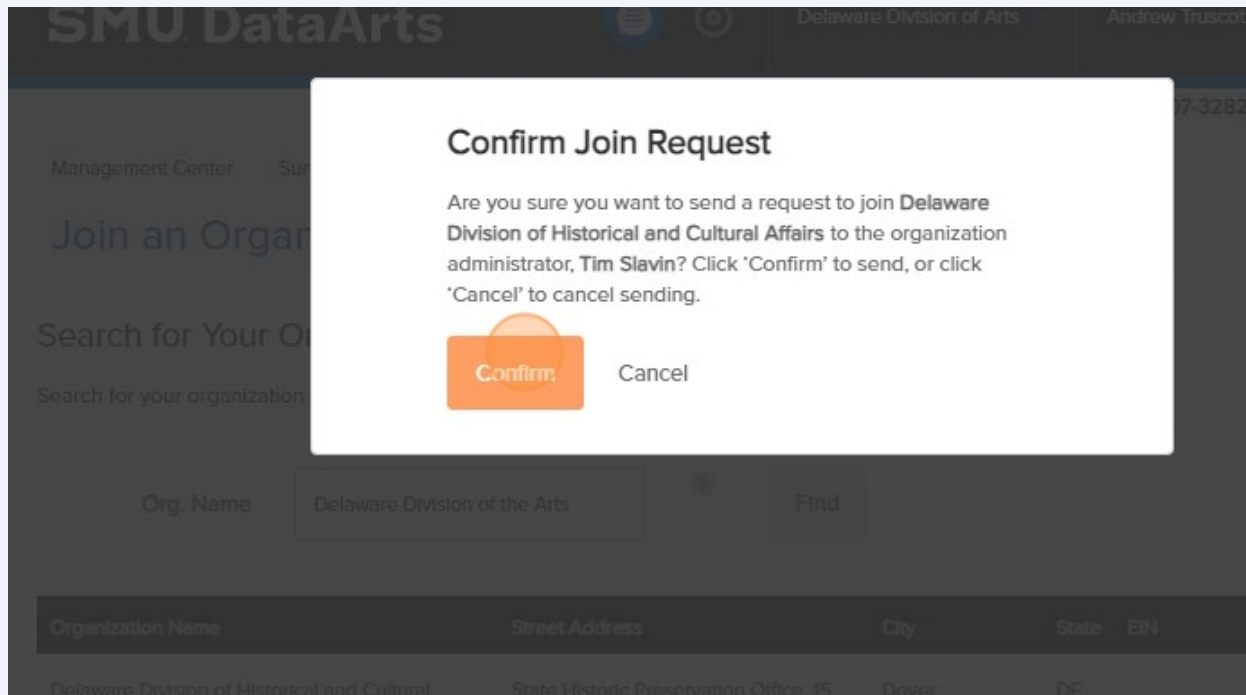
Name	Street Address	City	State	EIN	?
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- 8 If your organization already has an administrator, click confirm.

If you are joining an already existing organization, your organization administrator or a Support Center staff member can approve your join request. Join requests expire if they are not approved within 30 days. After you have been added to your organization, you will then be able to create, view, and edit your surveys, and run reports.



### Need Help?

SMU DataArts Support Center is available from 10:30 AM to 7 PM ET, Monday through Friday. Call them at 877-707-DATA (877-707-3282) or email [help@culturaldata.org](mailto:help@culturaldata.org) for assistance with technical needs or questions about data entry. Interpretation services are available upon request in over 30 languages.