

### How do I gain access to surveys and Benchmarking tools in DataDirect if I am the Primary Contact?

If you are the Primary Contact you will have access to fill out all open survey and all submitted locked surveys for your institutions.

If your school submitted an approved survey for the latest iteration of a survey, as the primary contact you will have access to these data for the given survey within the Benchmarking tool.

For example, if your school submitted the BSQ for 2016-17 you will access to all BSQ data for 2016-17 and all years prior. If your school submitted the BSQ for 2016-17 but your institution did not submit the BSQ Finances Module then you will only have access to those data points collected via the BSQ.

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The person with the sole authority to modify a DataDirect user account is the DataDirect Primary Contact person for each school.

AACSB staff cannot give you access to DataDirect without the written consent of the Primary Contact.

When you log into our website and go to the DataDirect homepage the name of the Primary Contact is located there. Below the name you should see a link "[Request additional access](#)". Click on this link, select the items you would like access to, and hit submit. The primary contact will receive an email with your request.

### If I am the Primary Contact, how do I add, modify or remove someone in DataDirect?

#### Adding

1. Log into DataDirect and select the User Setup option located in the drop down menu under "Administration" at the top of the homepage
2. Click on "Create a New User" and a box should pop up with empty cells for you to fill in their last name, first name and email. Click "Save" after you have added this information.
3. When you return to the User Setup page you should see this person's name in the "Select a User" box. In the box below select what information you want this individual to have access to and then click "Save Changes"

#### Modifying

1. Log into DataDirect and select the User Setup option located in the drop down menu under "Administration" at the top of the homepage
2. Select the person's name in the "Select a User" box.
3. Select what information you want this individual to have access to and then click "Save Changes"

#### Removing

1. Log into DataDirect and select the User Setup option located in the drop down menu under "Administration" at the top of the homepage
2. In the "Adjust Roles" box, go to the box labeled "Select a User", and then select the person you want to remove. The boxes at the bottom of the "Adjust Roles" should be active
3. Click "Archive" to remove the selected user.

### I am the Primary Contact in DataDirect but I want someone else at my school to serve in this role. How do I reassign the Primary Contact status to another individual at my school?

Primary Contact status in DataDirect belongs by default to your school's Official Representative unless an Official Designee is created, in which case the DataDirect Primary Contact status is transferred to that person.

If that needs to change, then your school's Official Representative needs to [submit an Official Contact Change Form to our Member Services department](#). Once they have processed the form, a new DataDirect user account will be created for the new Official Designee (assuming he/she does not already have one), and Primary Contact status will be transferred.