Dear Administrators,

The new online platform for the Desired Results Developmental Profile, DRDP Online, has several new roles and important changes. To view a list of roles, please visit the Desired Results [website](#).

As the designated Lead Agency Administrator* for your organization, you must select the DRDP (2015) view to be used for the entire agency. For a description of each view, download this list of the [DRDP domains and measures for each view](#). Please note, a view may only be changed once each fiscal year. Once selected, you will be **unable to change the view until July 2019**.

To set the chosen view(s) for your agency, please complete the following steps:

1. Once logged in, go to **Add/Edit** at the bottom of the menu on the left of the screen.
2. Select **Agencies.**
3. Select the **Search** button to view your agency details.
4. Please note: Once you save the views, <u>you will be unable to change the view until the next fiscal year</u> (July 2019).
5. Select the **edit** button (looks like a pencil) to edit the view for each age level.
6. Select a view for each age level from the drop-down menus. Note, even if your agency does not have a certain age level, select a view anyway. A view must be selected for all age levels.
7. Select **save** (yellow check mark). Once saved, you will not be able to change the view until July 2019.

If you have not already logged in, go to www.DRDPonline.org and select **Forgot Password**. When prompted, use the email address associated with this message, then select **Submit**. You will receive an email with a link to a password reset page. Once the password reset is complete, you will be able to log in to DRDP Online.

Please notify the Desired Results team, if you are not the Lead Agency Administrator.