

Dear Administrators,

The Desired Results Developmental Profile (DRDP) online platform, DRDP Online, offers roles with specific permissions from which to choose. 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 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 2023**.

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, you will be unable to change the view until the next fiscal year (July 2023).
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** (orange check mark). Once saved, you will not be able to change the view until July 2023.

If you have not already logged in, go to [www.DRDPonline.org](http://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.*