

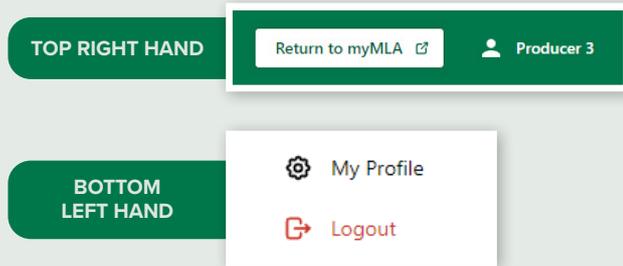


# myFeedback: how to share your data

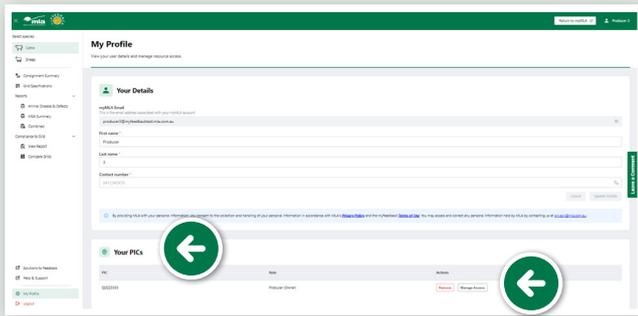


## To edit access to an individual PIC

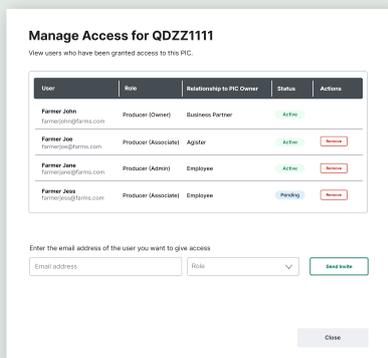
- 1 Click your name at the top right hand of the screen or navigate to My Profile at the bottom of the left hand menu.



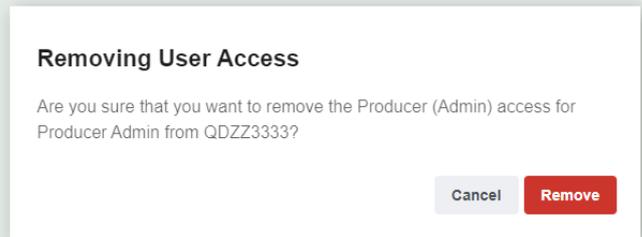
- 2 On the 'My Profile' page, scroll down to the 'Your PICs' section and select 'Manage access'.



- 3 A pop-up will appear that will show all existing users with access to the selected PIC.



- 4 To **remove an existing user's access to a PIC**, select 'Remove' on the corresponding row. A warning message will pop up - select 'Remove' to proceed.



- 5 To **add a new user to a PIC**, enter their email address, role and select 'Send Invite'. An email will be sent to the new user to notify them they have been invited to access your PIC details.

