

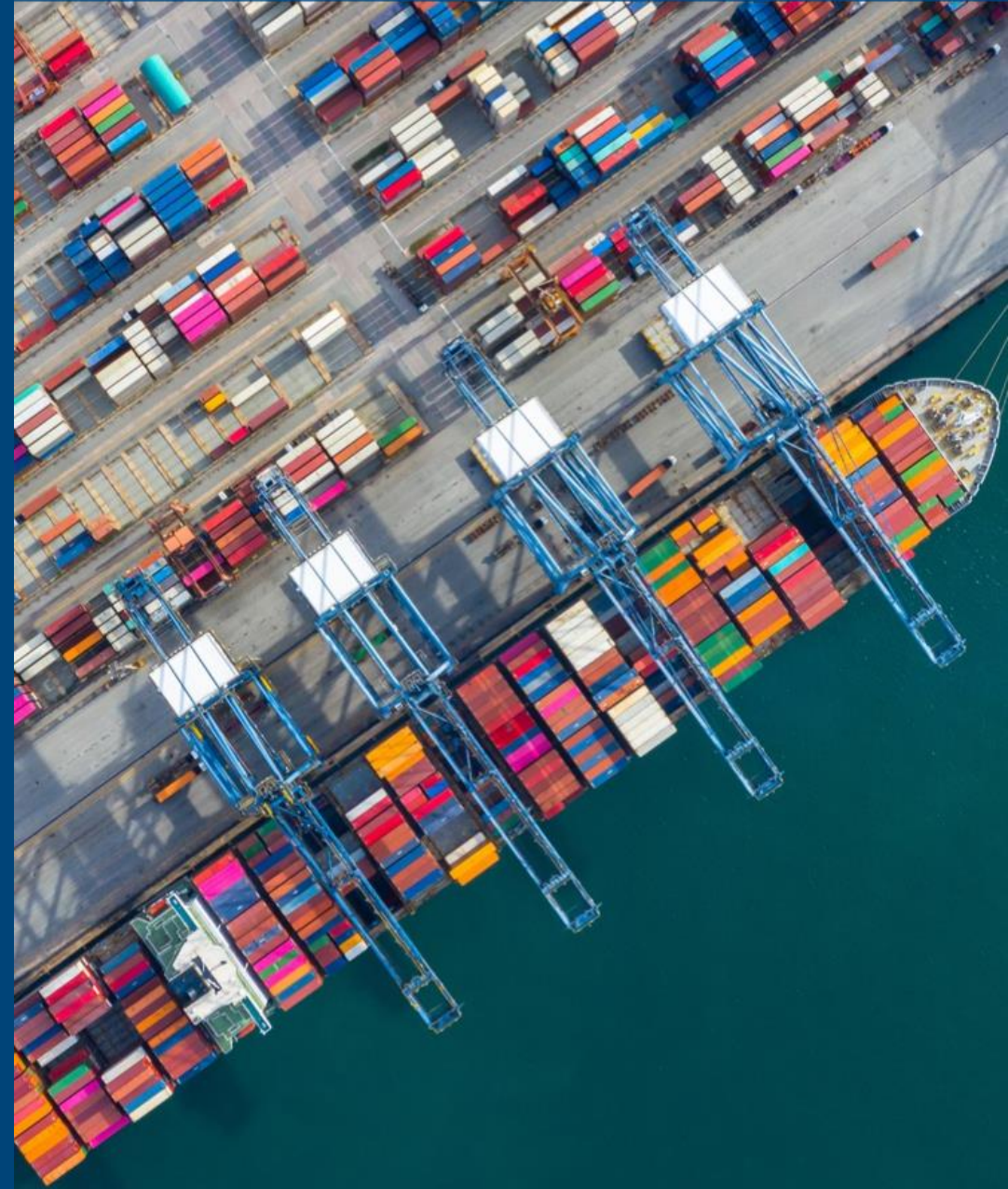
MyData

Manual for Data Owners

- *Signing in to MyData*
- *Managing access to your data*
- *Receiving notifications on MyData*

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Signing in to MyData

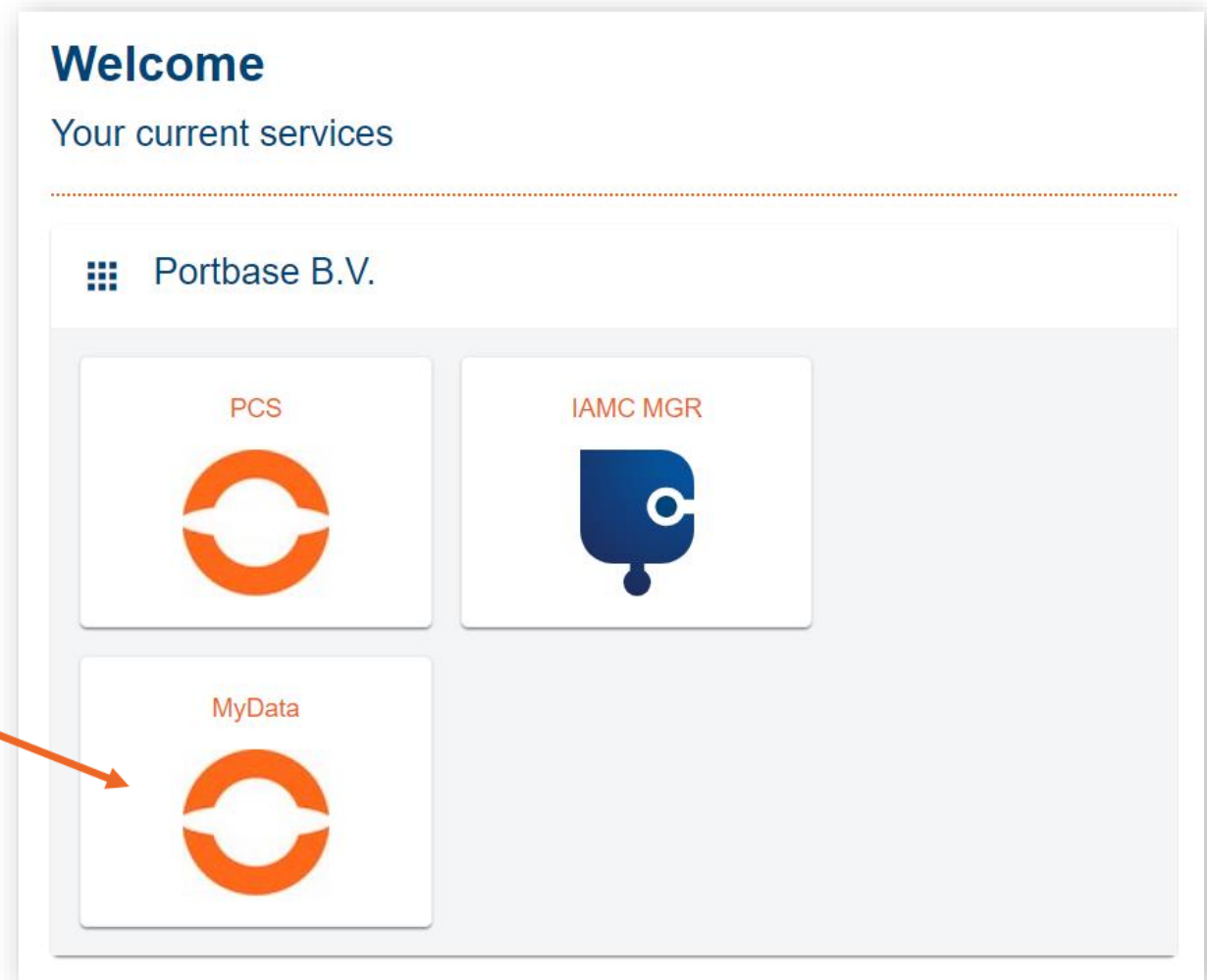
Go to www.mydataportal.pcs.portbase.com

or

1. Log in to www.IAMconnected.eu

2. Click on the “MyData” tile to access the application.

NB: Access to the application is limited to users with the role main administrator and data manager. On slide 6 you can find information about requesting the data manager role.

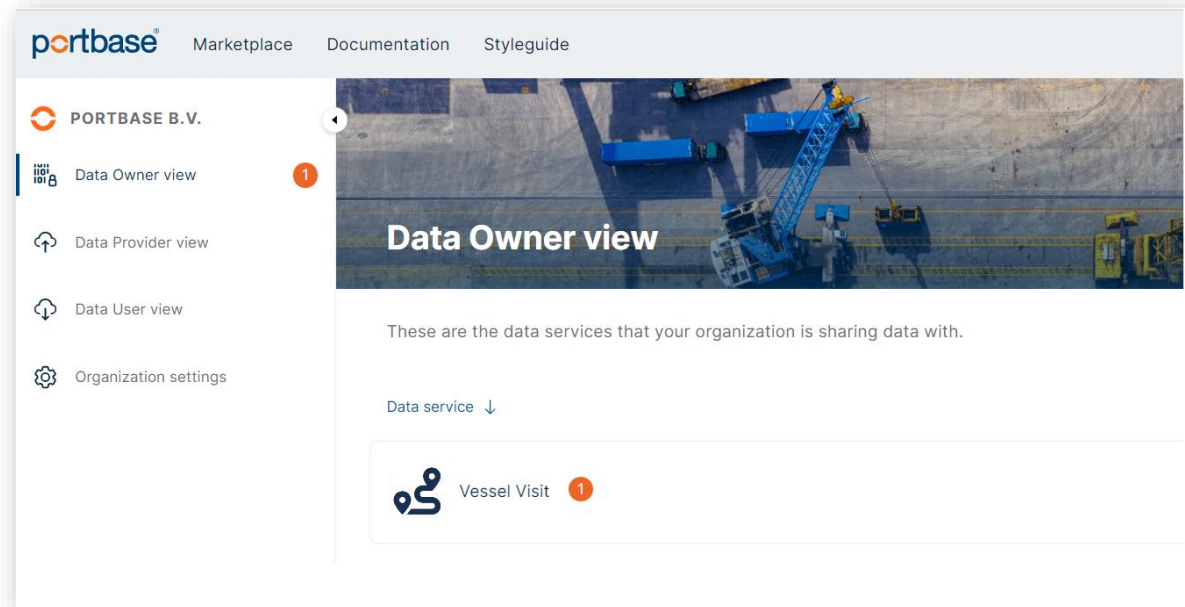
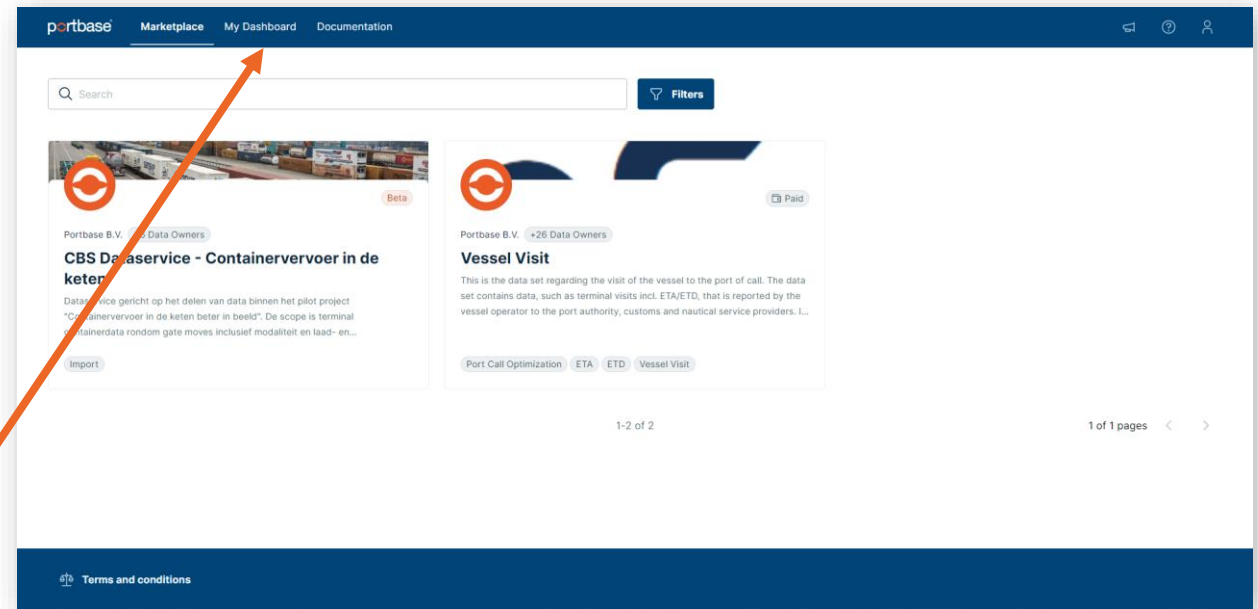


Managing access to your data

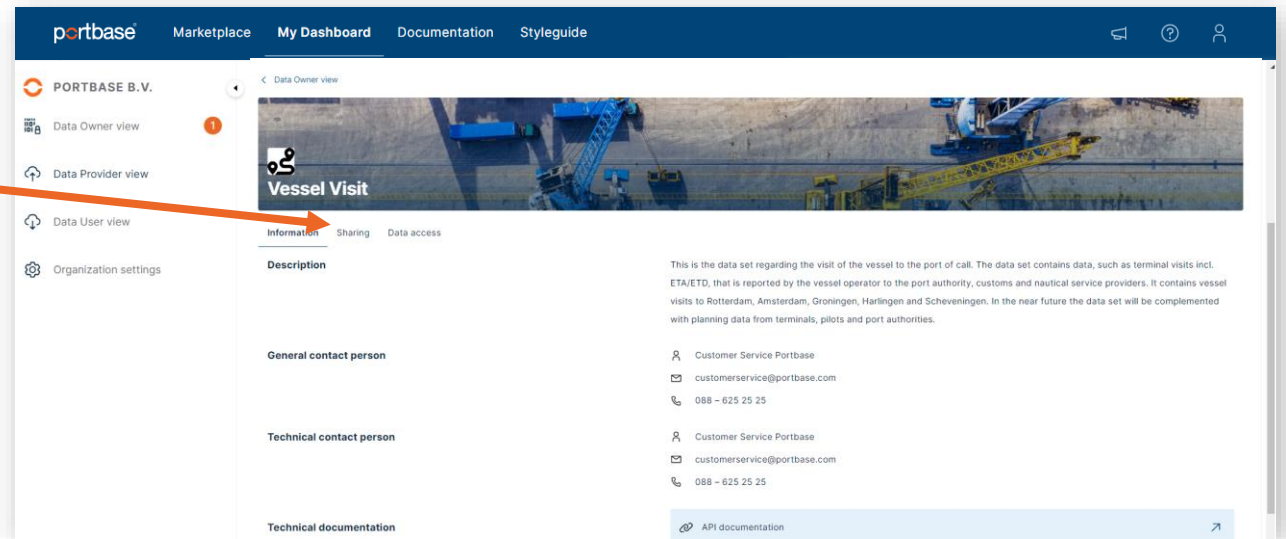
4. In the application MyData you enter at the “Marketplace”. This is the place where the range of data services is visible.

5. At the top you will see “My Dashboard”. Here you will see an overview of all data services in which you are involved*. The Data Owner view opens automatically. In this example, here you see the Vessel Visit API.

**Linking your organization, as data owner, to the data service is facilitated by the data provider of the relevant data service (for example: for the data service Vessel Visit, this is Portbase)*

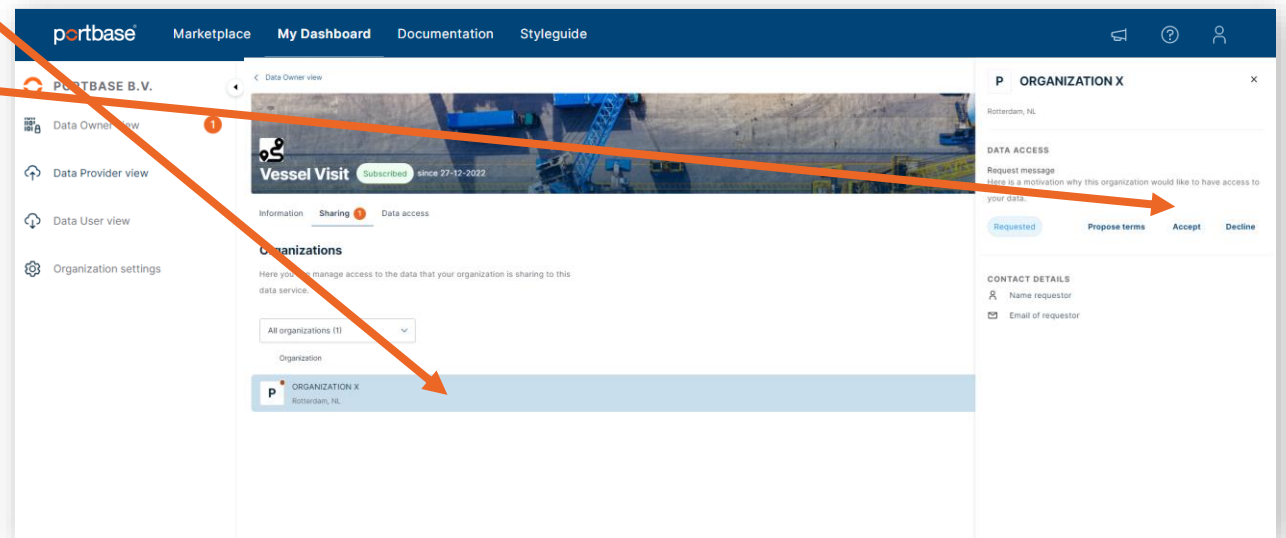


5. If you click on the Vessel Visit service, the following screen will open on the right. Continue to the “Sharing” tab to manage who has access to your data.



6. In the sharing tab, you can grant or deny access.

- Select the organization for which you want to review access to your data
- A fly-out opens on the right side, here you can accept the request

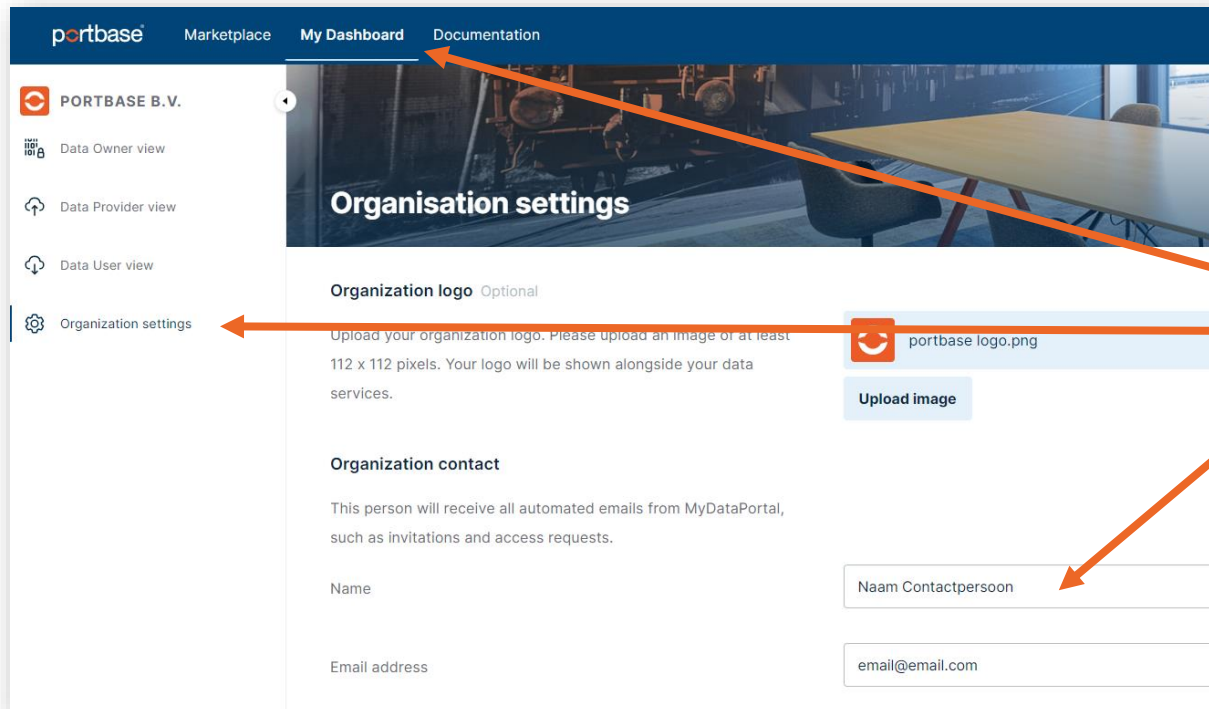


This way you always **retain control** with whom you want to share your data.

With MyData you have **one central place to manage your authorizations**, where you can easily and quickly handle data sharing requests.

Notifications

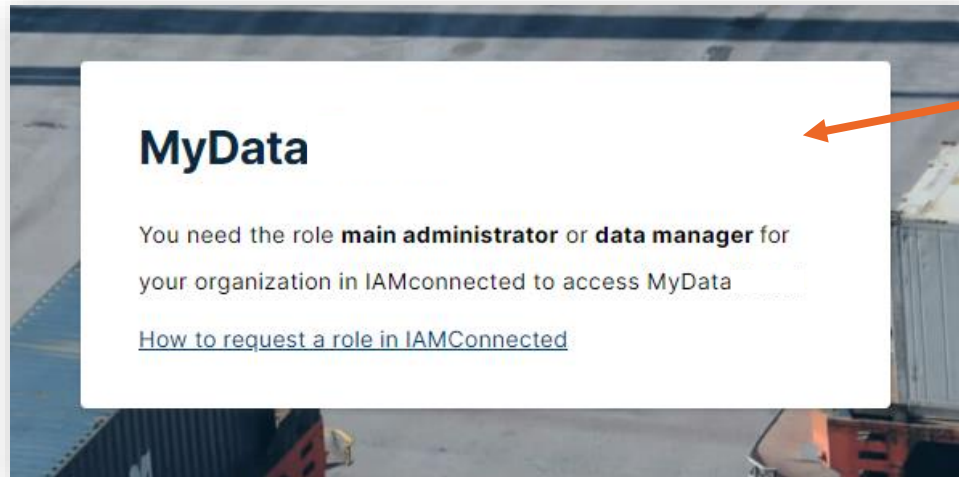
- If an organization requests access to your data, the contact person of your organization will receive a notification by e-mail to assess the request on MyData.
- You will also see an orange ball with a number **1** in MyData. This is a notification that there is an action waiting for you in MyData



- By default, the main administrator of your organization is marked as a contact person in MyData.
- If you want a different contact person / mailbox for receiving notifications, you can set this in: My Dashboard > Organization Settings

Access to the application: MyData

MyData is available for users with the *main administrator* or *data manager* role in IAMconnected. This way, only employees who are authorized and involved in data sharing have access to MyData.



Do you see this screen when MyData opens?
Then you do not have the *data manager* role

You can request the *data manager* role as follows:

1. Log in to IAMconnected
2. Go to Profile, and then to Business Information
3. Click on Change and select the Data Manager role
4. After approval by the Main Administrator of your organization in IAMconnected, the Data Manager role is active.

Questions?

If you have any questions, please contact:

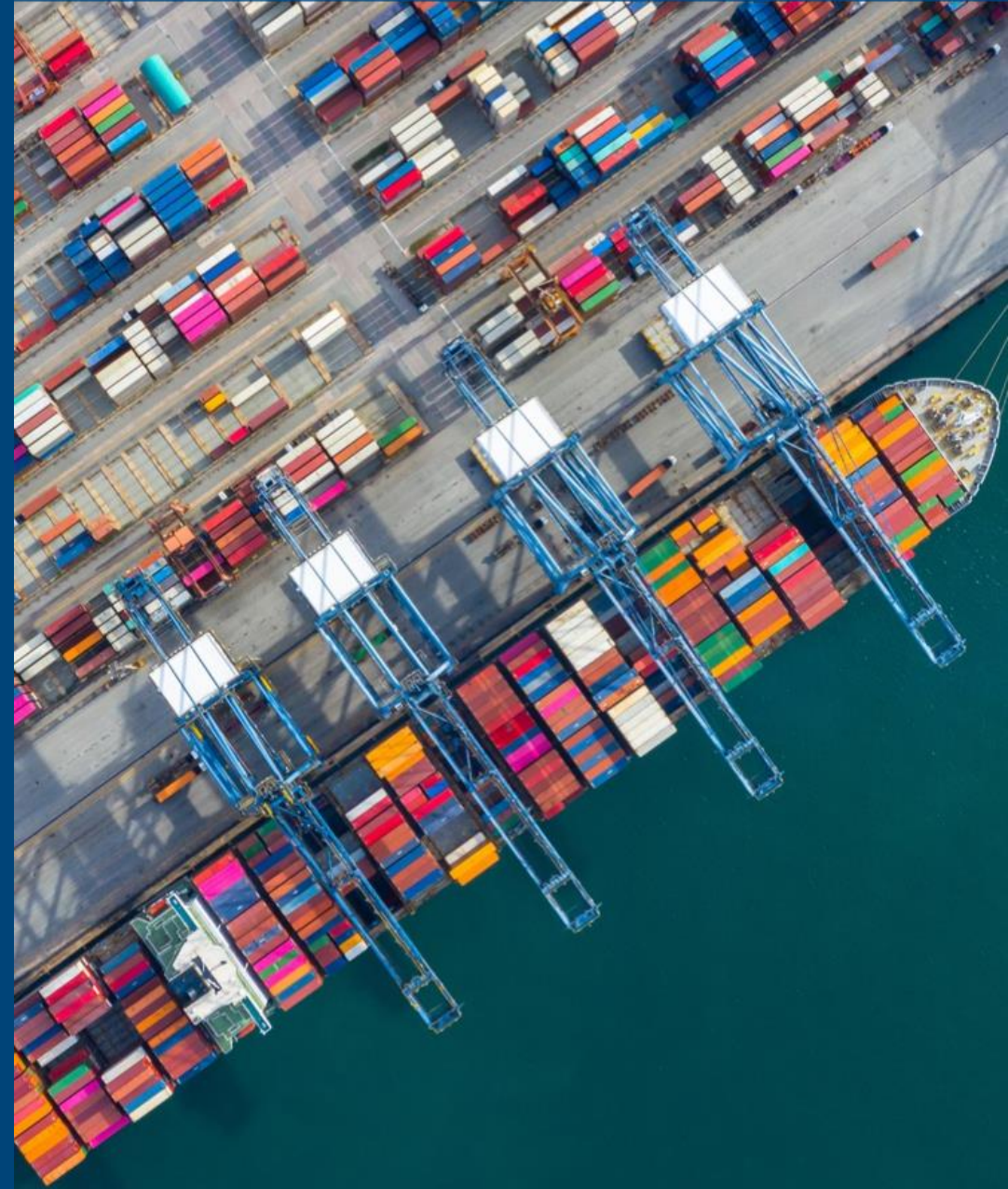
Customer Service

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