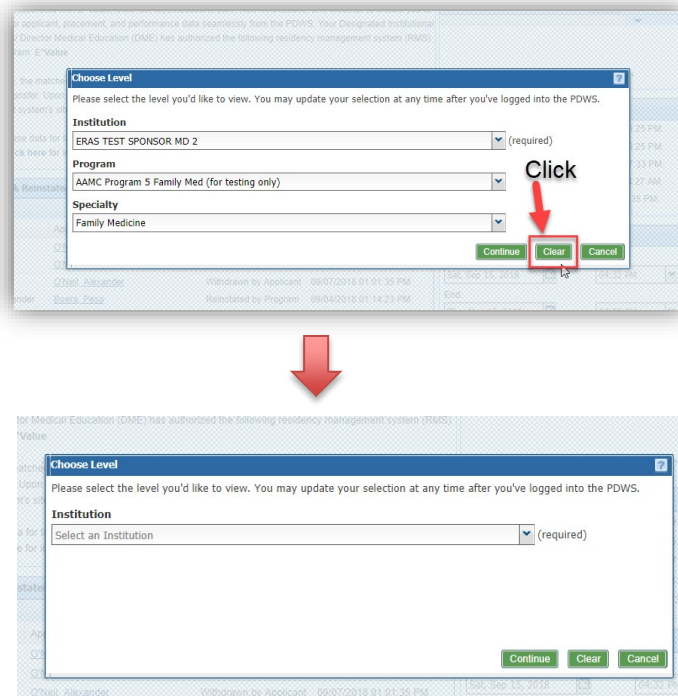


1. Click on the institution name in the access bar.

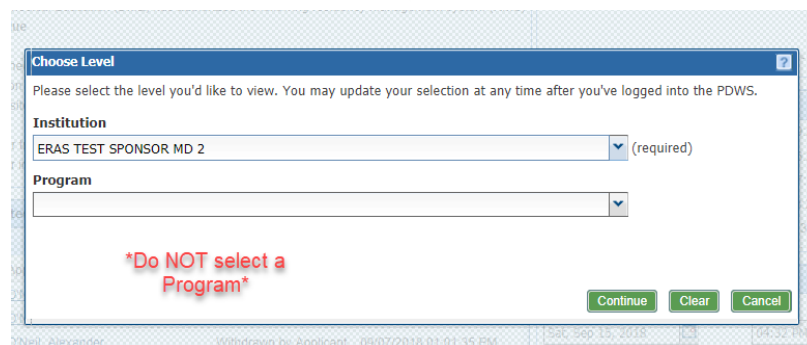
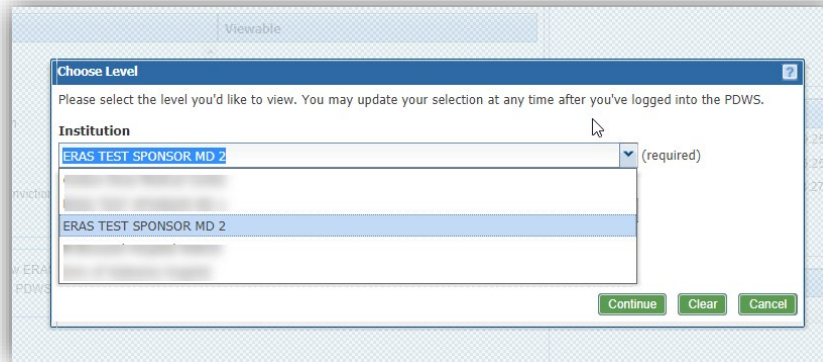


2. To select the Institution level (ISU/AISU), click *Clear*.

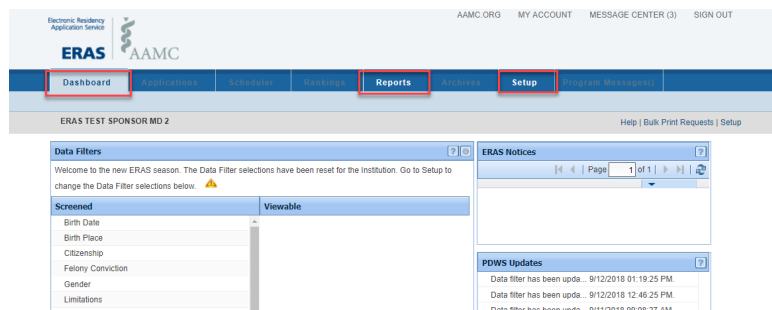


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3. Select your institution from the first drop down and click *Continue*.



4. Once you are back on the dashboard and only see the Dashboard, Reports, and Setup tab, you have successfully toggled to the Institutional level.



If you receive an error message when toggling to the ISU level, you may not have the proper access roles

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