



Sustainability Disclosure Database

Registering and Managing Your GRI Data

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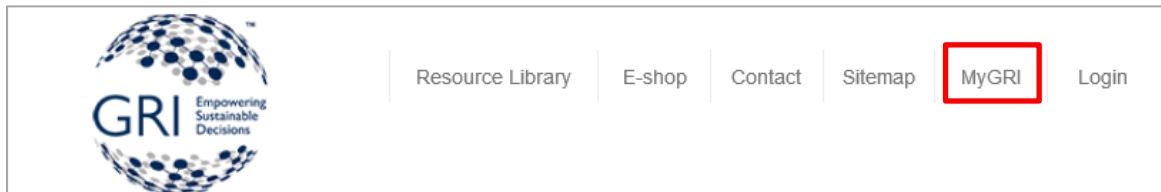
This document provides detailed information on how to register yourself with GRI, connect with your organization, and become one of the two designated contacts who can manage GRI data on behalf of your organization. If you are already registered with GRI and have these rights, skip Steps 1-3.

For any questions or comments, please contact [GRI's Database Team](#).

I. Registering yourself with GRI

In order to be able to manage your organization's core details and report data, you first need to be a registered contact on the GRI website. Already registered? [Jump to the next step.](#) Already have a username but forgotten your password? Reset your password [here.](#)

- 1) Visit the GRI website at <https://www.globalreporting.org>
- 2) Click the 'MyGRI' link in the top right corner of the screen



- 3) Click the 'Register a New Account' button on the right-hand side of the screen

USERNAME:

PASSWORD:

OR

Remember me [Forgot password?](#)

- 4) Complete the registration form with your details and click the 'Confirm Registration' button at the bottom of the form

REGISTRATION FORM

SALUTATION*:

FIRST NAME*:

LAST NAME*:

COUNTRY*:

EMAIL ADDRESS*:

CONFIRM EMAIL ADDRESS*:

USERNAME*:

PASSWORD*:

CONFIRM PASSWORD*:

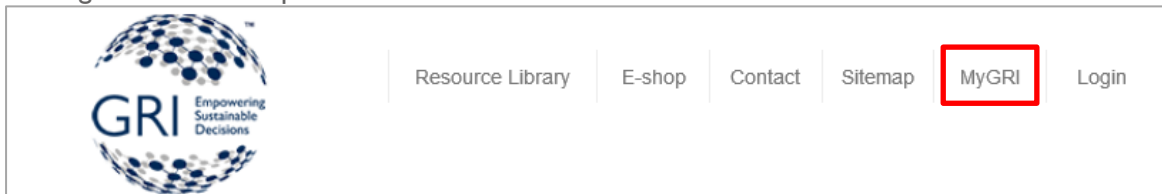
KEEP ME LOGGED IN:

SIGN UP FOR GRI NEWSLETTER

2. Connecting with your organization

In order to be able to manage your organization's related data, you must first be connected with the organization on the GRI website. Already connected? [Jump to the next step.](#)

- 1) Click the 'MyGRI' link located at the top of the GRI website to visit your MyGRI page – this is the main page from which you can manage your personal information as well your organization and report data



- 2) From this page you can complete your personal details (by clicking the associated link labeled 1 in the image below) and connect with your organization – click the 'Connect to an existing Organization' button (labeled with a 2 in the image below)

HOME > MYGRI



Welcome to MyGRI

The MyGRI private pages offer user-friendly resources for all those in GRI's network. From this page you can complete your personal details, affiliate with your connected organizations, and join the Organizational Stakeholder program.

MY PERSONAL DETAILS

Name: Jim Morrison
Personal details completed: 100%

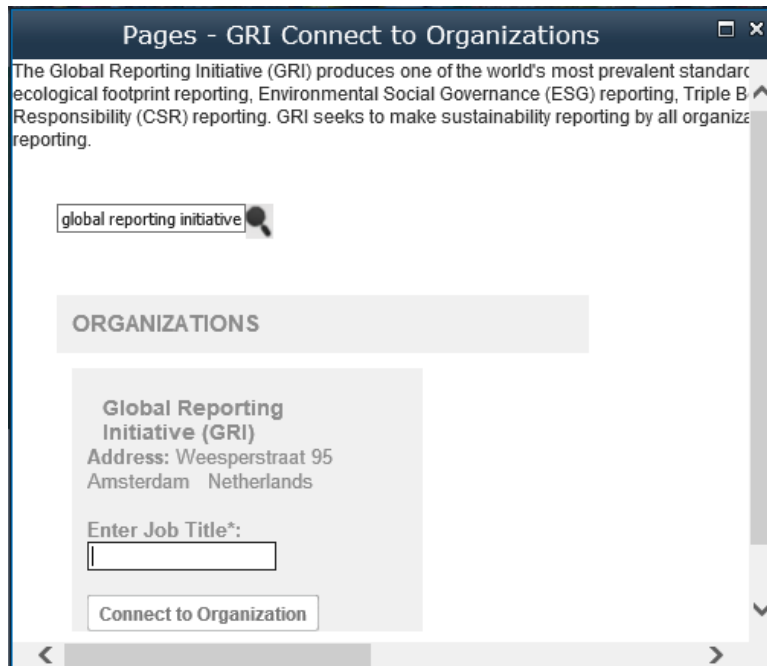
1. [COMPLETE PERSONAL DETAILS](#)

MY CONNECTED ORGANIZATIONS

You are not connected to any organization

2. [Connect to an existing Organization](#) [Create a new Organization](#)

- 3) Once the lightbox opens, search for your organization by entering (a part of) its name in the search field and hitting enter. Please do not be too restrictive in the search term (e.g. if you work for 'Group XYZ Inc.', try just searching for XYZ)



- 4) Locate your organization in the search results, enter the job title with which you are associated with the organization in the applicable field, and click the 'Connect to Organization' button. Can't find your organization in the search results? It may not yet exist – close the lightbox and click the 'Create new Organization' button from your MyGRI page to enter the applicable organization details

3. Being made one of the two designated contacts to manage data

Two designated contacts from your organization can be provided rights in order to manage your organization's data. [Send an email to GRI](#) to request to be made one of these two contacts for your organization. Already one of the two designated contacts? [Jump to the next step.](#)

4. Managing your core organization and report data

Once established as one of the two designated contacts from your organization (which will be confirmed via email by GRI), you can manage your organization's core information and report details on the GRI website. Changes to the relevant core details on the GRI website will also reflect in the [Sustainability Disclosure Database](#).

4.1. Managing core organization data

- 1) Visit your [MyGRI](#) page (login required)
- 2) Click the 'Edit Details' button next to your organization listing

HOME > MYGRI



Welcome to MyGRI

The MyGRI private pages offer user-friendly resources for all those in GRI's network. From this page you can complete your personal details, affiliate with your connected organizations, and join the Organizational Stakeholder program.

MY PERSONAL DETAILS

Name: Jim Morrison
Personal details completed: **45%**

[COMPLETE PERSONAL DETAILS](#)

MY CONNECTED ORGANIZATIONS

Global Reporting Initiative (GRI)

OS Status: Inactive
Last contribution: None

- + Join OS Program
- Wrench icon Edit Details**
- + Add / edit report

[Connect to another Organization](#)

[Create a new Organization](#)

- 3) You can change any of the core address and organization details in the subsequent form that opens.

You are also able to modify who the two designated contacts (first and second contact) for your organization are – the drop-down list options reflect all GRI website users currently connected with your organization. If the person you wish to set as first or second contact is not shown, s/he should first follow the above steps.

- 4) For more detailed information related to the organization fields as well as guidance on completing them, please refer to the [Data Legend](#).

4.2. Managing core report data

- 1) Visit your [MyGRI](#) page (login required)
- 2) Click the 'Add / edit report' button next to your organization listing

HOME > MYGRI



Welcome to MyGRI

The MyGRI private pages offer user-friendly resources for all those in GRI's network. From this page you can complete your personal details, affiliate with your connected organizations, and join the Organizational Stakeholder program.

MY PERSONAL DETAILS

Name: Jim Morrison
Personal details completed: **45%**

[COMPLETE PERSONAL DETAILS](#)

MY CONNECTED ORGANIZATIONS

Global Reporting Initiative (GRI)

OS Status: Inactive
Last contribution: None

[+ Join OS Program](#)

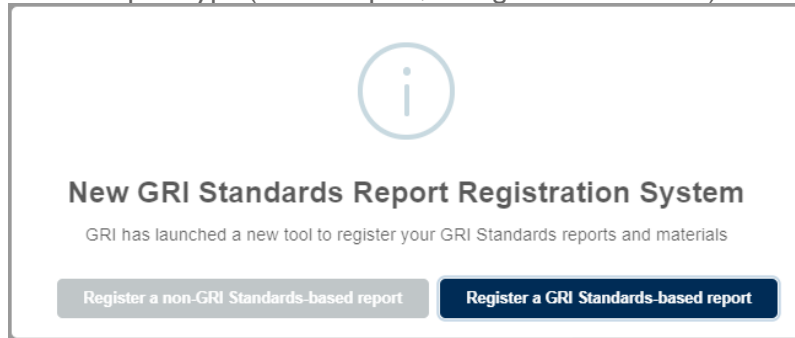
[🔧 Edit Details](#)

[+ Add / edit report](#)

[Connect to another Organization](#)

[Create a new Organization](#)

- 3) A pop-up message will appear, and you will be asked to either register a Standards-based report or another report type (i.e. G4 report, Citing-GRI or non-GRI).



Depending on the type of report that your organization issued, you will click one of the 2 buttons:

- a. When you click on the **“Register a GRI Standards-based report”** you will be re-directed to the Standards registration process where only Standards reports are to be registered. You can add your report via the button “Register new report”. Also, in this view you will see a list any Standards-based reports issued in previous years, if any. If this is your first Standards-based report, then no reports will be listed, but you can register the first Standards-based report via the button.

Should you have any questions on how to complete the registration of a Standards-based report, please consult Standards@globalreporting.org

- b. When you click on the “**Register a non GRI Standards-based report**” you will be re-directed to the old registration system where you will be able to add a G4 report, Citing-GRI or non-GRI report.

You can edit any of the existing report data by clicking the ‘Edit report’ button in the far-right column of the associated entry (point 1 in the image below). Follow the instructions to update this form and click ‘Submit’.

A new report can be created by clicking the ‘Add new report’ button located at the bottom of the table listing (point 2 in the image below). Follow the instructions to complete this form and click ‘Submit’.

NB: any person connected to an organization can add a new report, but only one of the two designated organization contacts are able to edit the reports once submitted

HOME > GRI ORGANIZATIONS VIEW REPORTS

Only first and second contacts of an organization are able to edit existing report details. If you do not have these rights, get in touch with the first or second contact to make updates, or send an email to GRI.

Report Title	Publication Year	Report Type	Date added	Added by	Date modified	Modified by	
Annual Report 2011/2012	2012	GRI - G3.1	2012-11-05	GRI\administrator	2013-09-04	GRI\administrator	<input type="button" value="Edit report"/> 1.
Sustainability Report 2010-2011	2012	GRI - G3.1	2012-03-08	GRI\administrator	2013-02-03	GRI\administrator	<input type="button" value="Edit report"/> 1.

2.

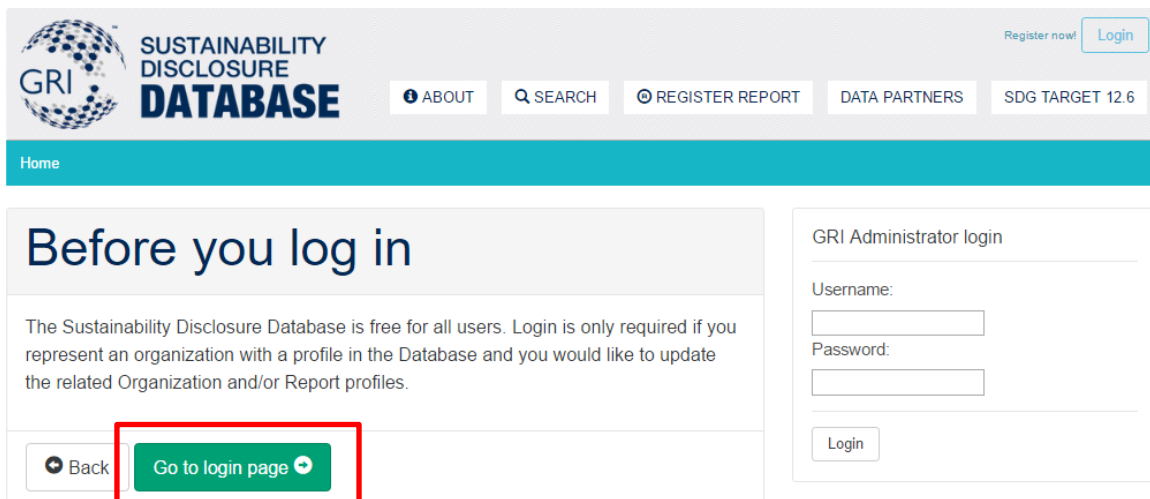
For more detailed information related to the report fields as well as guidance on completing them, please refer to the [Data Legend](#).

5.Managing/ Adding additional data to your Report and Organization Profile Pages in the Sustainability Disclosure Database

In addition to being able to manage core organization and report details via the GRI website, the two designated contacts from your organization can also manage/ add additional information in the [Sustainability Disclosure Database](#). There are editable fields on your Organization and Report Profile Pages, and in the Reporting Examples section of your Organization profile page. The [Data Legend](#) has more details on these editable fields.

5.1. Logging into the Database

- 1) Visit the Sustainability Disclosure Database at <http://database.globalreporting.org>
- 2) Clicking the ‘Login’ button in the top-right corner of the banner, will take you to the below page. In order to login, please click the green button “Go to login page”



- 3) By clicking the button, you will be re-directed to a login page. If you are already logged into the GRI website, you will not need to provide username/password details again. Otherwise, you will be asked to enter your GRI username/password in order to proceed.


NB: The first time you log into the Database, you will be required to accept the ‘Terms and Conditions’ before being able to edit any information.

- 4) Once logged into the Database, an ‘Account’ panel will open for you and display all organizations with a profile in the Database for which you are one of the designated contacts. You can always open and close this panel by clicking the ‘Account’ link in the top banner (replaces ‘Login’).

5.2. Managing your Organization Profile Page


- 1) Click on the linked organization name for which you would like to manage/ add data (if you are a designated contact for more than one organization, you will have editing rights for these other organizations as well).
- 2) Once on your Organization Profile page, you are able to add/edit additional information by clicking on the “Edit” button from the right side of the profile page. The editable fields include:
 - a. Logo
 - b. Description
 - c. Employees
 - d. Turnover(USD)
 - e. Stock listing code
 - f. Contact information (5 fields)
 - g. Twitter account connection
 - h. News RSS feed
 - i. Risks
 - j. Opportunities



Home / Organization / GRI



GRI

The Global Reporting Initiative (GRI) is a network-based organization that produces a comprehensive sustainability reporting framework that is widely used around the world. GRI is committed to the Framework's continuous improvement and application worldwide.




Size: SME
Type: Non-profit organization
Listed: Non-listed
Sector: Non-Profit / Services
Country:  Netherlands
County Status: OECD
Employees: 76
Revenue: Not provided
GRI GOLD Community: Not provided

 QR  **Edit**

Contact

www: [visit](#)
HQ Address: Barbara Strozziilaan 336
HQ City: Amsterdam
Contact person: **Not provided**
Email: [send email](#)

Share

 Like  Share 0
 Tweet

- 3) For more detailed information related to these fields as well as guidance on completing them, please refer to the [Data Legend](#).
- 4) All other fields not directly editable in the Database can be managed by following the instructions under [Step 4 – Managing core organization data](#).

5.3. Managing your Report Profile Page(s)

- 1) From your Organization Profile Page, you can also access all of your Report Profile Pages via the reports carousel. Alternatively, use the [Database Search](#) function to locate one of your reports directly; since you are already logged in, you will have immediate editing rights on each Report Profile Page once accessed.
- 2) Once on a Report Profile page, you are able to add/edit additional information by clicking the “Edit” button from the left side of the page, under “*Access the report*” section. The editable fields include:
 - a. Reporting period (scope beginning date and Scope ending date)
 - b. Number of pages
 - c. Periodicity (reporting cycle)
 - d. Report language
 - e. AA1000
- 3) For more detailed information related to these fields as well as guidance on completing them, please refer to the [Data Legend](#).
- 4) All other fields not directly editable in the Database can be managed by following the instructions under [Step 4 – Managing core report data](#).

Stay in touch

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