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# **IATI Tool: Documentation**

**IATI Secretariat**

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IATI Account lets you manage the information that IATI holds about you and your organisation.

- 1) If you want to use IATI tools, follow the instructions on [how to register with IATI](#).
- 2) If you need to publish data on behalf of your organisation, register (as above) then see [how to join an organisation](#).

**i Nota**

You only need to join an organisation if you are publishing IATI data. This step is not required otherwise.



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## Which IATI tools are supported?

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You can sign in to [IATI Publisher](#) or [AidStream](#) with your IATI Account credentials. Your username is your email address.

No other IATI services support single sign-on yet, but the IATI Secretariat is planning to integrate more. While this work continues, existing login methods will continue to work.

### 1.1 IATI Registry Migration (Dec 2025)

The [IATI Registry](#) was permanently replaced by a new site, [IATI Account](#), in December 2025. You can find more information about the migration on IATI Connect: [IATI Registry Relaunch \(Dec 2025\)](#).

Read-only information about IATI reporting organisations and their data files is now available on the [IATI Dashboard](#).

#### 1.1.1 What you need to know

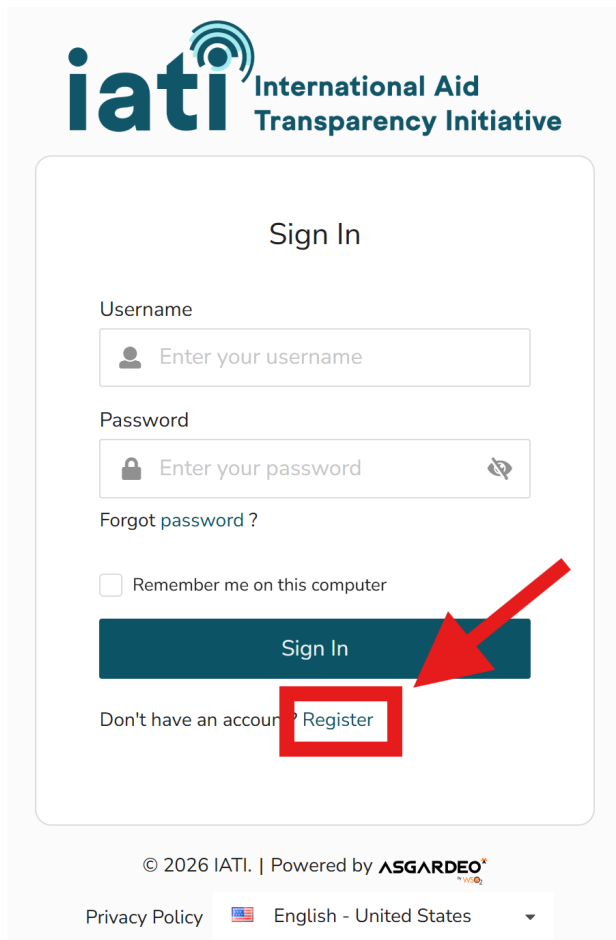
- All existing IATI user accounts, organisations, and data file information from the IATI Registry were automatically migrated to the new service.
- You will need to reset your password before signing in to IATI Account for the first time.
- You need to sign in successfully to IATI Account once before you can use IATI Publisher or AidStream. After that, you can sign in to these tools using the same email address and password as IATI Account.

### 1.2 Register with IATI

To register with IATI, go to the [IATI Account homepage](#) and click «Create account»:

Click «Register» underneath the button to Sign In:

You will be asked to verify your account by entering a 6 digit authentication code sent to your email address.



After signing in to IATI Account for the first time, you will be prompted to complete an onboarding survey. Information collected here will help us signpost you to the most relevant tools and services.

**iati** International Aid Transparency Initiative

About IATI | Use Data | Publish Data | Contact | Logout

English | Help Docs | Search

**IATI Tools**  
**IATI Account**

Home My Account My Data

## Welcome to your new IATI Account

Email address: marius18@example.net

### Your name

You've told us that your full name is as below, feel free to change it now if you require. We would also like a short version of your name that we can use when we email you.

For example, your full name could be Dr. Zinhle Mhlongwane, but in everyday informal work you may prefer people to call you Zee. In this case you could set your online name to Zee.

Name:

Marius Test

How do you want to be called online?:

Marius

### Mailing list subscriptions

General mailing list

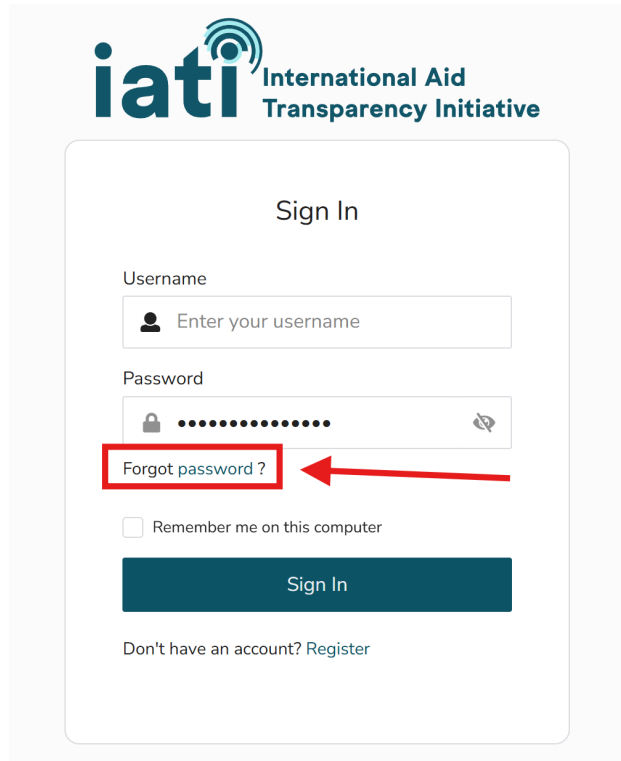
#### Truco

If you want to publish IATI data, follow the guidance on *how to join an organisation* next.

## 1.3 Changing your password

If you have forgotten your password:

- 1) Go to the [IATI Account homepage](#)
- 2) Click «Sign in with IATI»
- 3) Click «Forgot password» under the sign in fields



- 4) Enter your email address
- 5) Use the link in the email you receive to reset your password

Password reset emails for IATI Account are sent from *asgardeo-eu-noreply@wso2.com*. To ensure you receive them, add this address to your safe senders list and check your junk or spam folder.

Note that password reset links expire after 5 minutes.

**i Nota**

It is not yet possible to change your password from within IATI Account. Instead, please follow the steps above to reset your password from the sign-in page.

## 1.4 Edit your user profile

**⚠ Prudencia**

Some user profile functionality is yet to be launched. This page will be updated as and when new features become available.

### 1.4.1 Profile information

While signed in to IATI Account, you can view the information you entered for the onboarding survey on the [My Account page](#).

On this page, you can edit your:

- Name
- Preferred languages
- Country and time zone

## 1.4.2 Deleting your account

Contact us if you want to delete your user account.

## 1.5 Join an organisation

If you want to publish IATI data, you must be linked to the organisation you're publishing on behalf of.

Before creating a new organisation, check whether yours is already registered with IATI.

### 📌 Importante

You only need to join an organisation if you plan to publish data. If you just want to use IATI tools, *registering as a user* is enough.

### 1.5.1 Search for an existing organisation

To check if your organisation is already registered with IATI, click “search for your organisation” on the «My Data» page:

The screenshot displays the IATI Account interface. At the top, there's a dark blue header with 'IATI Tools' and 'IATI Account' in white. To the right, there are links for 'English', 'Help Docs', and 'Search Q'. Below the header is a navigation bar with 'Home', 'My Account', 'My Data', and 'Superadmin'. The main content area is titled 'My Data' and contains a light blue box with the text: 'It looks like you're not associated with any organisations. To start, you can [search for your organisation](#), or you can [create a new reporting organisation](#) if your organisation is starting its publishing journey with IATI.' A red arrow points to the 'search for your organisation' link, which is enclosed in a red rectangular box. At the bottom of the page, there's a dark blue footer with the text 'Additional Information'.

You can search for your organisation by name or country. Organisations that are already registered with IATI will appear in the list. Click on the one you want to request to join:

English Help Docs Search

IATI Tools
IATI Account

Home
My Account
My Data
Superadmin

Home / My Data / Join a Reporting Organisation

## Find your organisation

Search for your organisation below and click on the organisation in the table.

Enter some text to filter by organisation name

Filter by country

▼

ORGANISATION NAME	COUNTRY	ORGANISATION IDENTIFIER
Think Equal UK		GB-CHC-1174610
ThinkPlace Global Development Pty Ltd		AU-ABN-61646179688
Time to Change Global (Mind/Rethink)		GB-CHC-219830

### 1.5.2 Create a new organisation

If your organisation is not yet registered with IATI, there is the option to “create a new reporting organisation” on the «My Data» page.

You will be prompted to enter information about your organisation:

#### i Nota

You can link your IATI Account to more than one organisation. However, some IATI tools — such as IATI Publisher — only allow each user to work with a single organisation.

### 1.5.3 Organisation approval

New organisations require approval from IATI Support. We will check your unique IATI organisation identifier and ensure that your organisation is not already registered.

Contact us if you have not received an email within two working days about your organisation’s registration.

## 1.6 Manage your organisation information

You can view your organisation information on the «My Data» page. Any organisations that you are associated with will be listed here:

IATI Tools English Help Docs

# IATI Account

[Home](#) [My Account](#) [My Data](#)

## Create a new reporting organisation

**BASIC ORGANISATION INFORMATION**

Organisation name:

Organisation type:

Country:

Operating region:

### JUMP TO SECTION

- [BASIC ORGANISATION INFORMATION](#)
- [CONTACT INFORMATION](#)
- [ABOUT YOUR ORGANISATION](#)
- [PUBLISHING INFORMATION](#)

**CONTACT INFORMATION**

Contact email address:

Telephone number:

## My Data

If you need to join another organisation you can [search by clicking here](#), or if you can [create an new reporting organisation](#) if you are involved in starting another organisation's publishing journey with IATI.

INTERNATIONAL AID 456		ROLE: PENDING
Organisation short name	international-aid-456	
Country	United Kingdom of Great Britain and Northern Ireland (the)	
Region	--	
Organisation identifier	CO-ABC-123456	

### 1.6.1 Edit your organisation information

Any admin user from your organisation can edit the following:

- Organisation name
- Country of headquarters
- Organisation type

To edit your organisation's IATI organisation identifier, please [contact us](#).

To edit the users associated with your organisation, see [Manage your organisation's users](#).

## 1.7 Manage your organisation's users

To view who's associated with your organisation, go to your organisation's page in IATI Account and select «View/Edit Users» from the right-hand menu:

A list of users will be displayed in a table at the bottom of your organisation's page:

Only admin users can make changes to your organisation's user list. We encourage admins to regularly check this list to ensure that it is up to date.

### 1.7.1 User permissions

There are three different roles that a user can have within your organisation:

- **Contributor** - this is the lowest permission level. Contributors can add data files or update file metadata.
- **Editor** - In addition to contributor permissions, editors can delete data files and update their organisation's information.

## IATI Tools

# IATI Account

[Home](#) | 
 [My Account](#) | 
 [My Data](#)

Home / My Data / Amundsen BA

## Amundsen BA

Approved to publish

You are viewing/editing this organisation as an **ADMIN**.

**PUBLISHING SUMMARY**

This organisation has published 10 datasets and first published on 14 Sep 2023

Organisation short name: **amuba**

Organisation identifier: **N0-BJK-41447156**

View Datasets

**BASIC ORGANISATION INFORMATION**

JUMP TO SECTION

- SUMMARY
- BASIC INFORMATION
- CONTACT INFORMATION
- DETAILED INFORMATION
- PUBLISHING INFORMATION
- SAVE OR DISCARD CHANGES
- DELETE ORGANISATION
- VIEW/EDIT USERS



USERS			
NAME	EMAIL	ROLE	REMOVE
Camilo Alirio López		<input type="text" value="Editor"/>	<input type="checkbox"/>
Emilie Andersen		<input type="text" value="Admin"/>	<input type="checkbox"/>
Emilie Næss		<input type="text" value="Editor"/>	<input type="checkbox"/>

- **Admin** - this is the highest permission level. In addition to editor permissions, admins can approve new users to join the organisation and set user permission levels. They can also update the public visibility of their organisation's data files.

Admins can change another user's role by editing it in the "Users" table. Select a new option from the "role" column dropdown menu for the intended user:

USERS			
NAME	EMAIL	ROLE	REMOVE
Camilo Alirio López		<div style="border: 1px solid black; padding: 2px;">Editor</div>	<input type="checkbox"/>
Emilie Andersen		----- Admin	<input type="checkbox"/>
Emilie Næss		Editor Contributor	<input type="checkbox"/>
		Pending Superadmin	

Saving the change will make it effective immediately:

USERS			
NAME	EMAIL	ROLE	REMOVE
Camilo Alirio López		Contributor	<input type="checkbox"/>
Emilie Andersen		Admin	<input type="checkbox"/>
Emilie Næss		Contributor	<input type="checkbox"/>

Save Changes Discard Changes

### 1.7.2 Add a new user

All new users should follow the *instructions on how to register with IATI*.

When a user has registered with IATI and requested to join an existing organisation, all admin users of that organisation will receive an email notification.

One of the admins will need to approve the new user's request, which will grant them access to the organisation's information and data files.

### 1.7.3 Remove a user

You should remove a user from your organisation if they are no longer involved in your IATI publishing.

Tick the checkbox in the «Remove» column next to the intended user and click «Save Changes»:

USERS			
NAME	EMAIL	ROLE	REMOVE
Camilo Alirio López		Contributor	<input checked="" type="checkbox"/>
Emilie Andersen		Admin	<input type="checkbox"/>
Emilie Næss		Contributor	<input type="checkbox"/>

Save Changes

Discard Changes

Removing a user will remove them from your organisation, but not delete their IATI account. For information on account deletion, see [how to manage your profile](#).

## 1.8 Manage your organisation's IATI data files

IATI Account is where you manage information about your published IATI data files.

### Advertencia

If you use IATI Publisher, it automatically manages your data file information in IATI Account. You should not edit any file metadata yourself in IATI Account.

#### 1.8.1 View your data files

To view a list of your IATI data files in IATI Account:

- 1) Go to the “My Data” page, and click «View Organisation» :
- 2) Click «View Datasets» :

#### 1.8.2 Add a new data file

To add information about a new IATI data file for your organisation:

- 1) Click «Create new dataset» on the “Datasets” page:

IATI Tools  
**IATI Account**

English Help Docs Search

Home My Account **My Data**

Home / My Data


## My Data

If you need to join another organisation you can [search by clicking here](#), or if you can [create a new reporting organisation](#) if you are involved in starting another organisation's publishing journey with IATI.

TEST ORG STELLAR ROLE: ADMIN

Organisation short name	test-stellar
Contact email address	support@iatistandard.org
Country	Azerbaijan
Region	Micronesia, regional
Organisation identifier	CA_AB-ABT-555
Organisation type	

[View Organisation](#) APPROVED TO PUBLISH



Home My Account My Data

Home / My Data / TEST ORG Stellar

## TEST ORG Stellar Approved to publish

You are an ADMIN for this organisation.

**PUBLISHING SUMMARY**

This organisation has not published any datasets

Organisation short name: test-stellar

Organisation identifier: CA\_AB-ABT-555

[View Datasets](#)

**BASIC ORGANISATION INFORMATION**

Organisation name (\*):

IATI Tools  
IATI Account

Home My Account My Data

Home / My Data / TEST ORG Stellar / Datasets

## TEST ORG Stellar: Datasets

### Approved to publish

You are an ADMIN for this organisation

Create new dataset

SHORTNAME	URL	LAST UPDATED	VISIBILITY
Page 1 of 1			

2) Complete the form with information about your new IATI file. This includes its publicly accessible URL:  
For more information about IATI XML files, see [Creating your own data files](#).

### 1.8.3 Edit a data file

To edit the metadata for one of your files, click «View/Edit» next to the relevant file on your organisation’s “Datasets” page:

#### **⚠ Atención**

IATI Account does not offer a CSV import option for uploading information on multiple data files at once, unlike the IATI Registry. If you need to add or edit a large number of files, please [contact us for advice](#).

## 1.9 Register Your Data API

The Register Your Data API allows you to read and update information about your reporting organisation and its IATI data files.

See the [Register Your Data API documentation](#) for more information.

Developers can enable users that have an IATI account to log into their application via IATI single sign on. This allows use of IATI APIs such as Register My Data. See our [Developer Guide](#) for more information.

IATI Tools English Help Docs Search Q

## IATI Account

Home My Account My Data

Home / My Data / TEST ORG Stellar / Datasets / Create a new Dataset

### TEST ORG Stellar: Create New Dataset Approved to publish

You are an ADMIN for this organisation.

Dataset name (\*):

Dataset short name (\*):

URL (\*):

Reporting source type (\*):

Primary Source

Licence (\*):

--

Visibility (\*):

IATI Tools English Help Docs Search Q

## IATI Account

Home My Account My Data

Home / My Data / TEST ORG Stellar / Datasets

### TEST ORG Stellar: Datasets Approved to publish

You are an ADMIN for this organisation.

Create new dataset

SHORTNAME	URL	LAST UPDATED	VISIBILITY	
AF-activities	https://example.com		Private	<a href="#">View/Edit</a>

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