

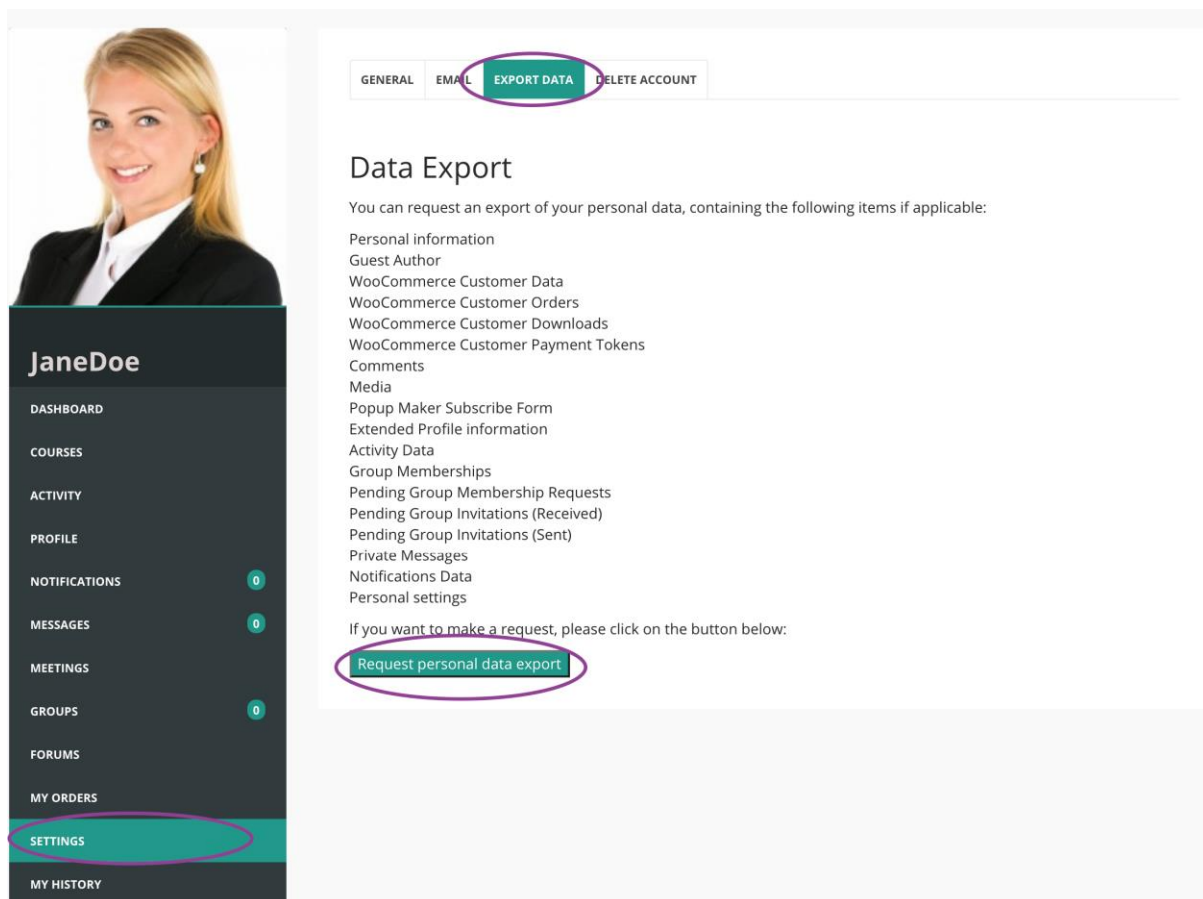
## How to Request a Data Export

You can request an export of your personal data, containing applicable data.

To request a data export, go to your dashboard by moving your cursor to your **Profile Image and Username** at the top right of the page. On the left menu, click on **Settings**.

Under the Export Data tab, click on **Request Personal Data Export**.

You will be sent an email to confirm your request.



The screenshot displays a user dashboard for 'JaneDoe'. On the left is a dark sidebar menu with options: DASHBOARD, COURSES, ACTIVITY, PROFILE, NOTIFICATIONS (0), MESSAGES (0), MEETINGS, GROUPS (0), FORUMS, MY ORDERS, SETTINGS (highlighted with a red circle), and MY HISTORY. The main content area has a top navigation bar with tabs: GENERAL, EMAIL, EXPORT DATA (highlighted with a red circle), and DELETE ACCOUNT. Below the tabs is the 'Data Export' section, which lists various data categories that can be exported, such as Personal information, Guest Author, WooCommerce Customer Data, etc. At the bottom of this list, there is a text prompt: 'If you want to make a request, please click on the button below:' followed by a red button labeled 'Request personal data export' (highlighted with a red circle).

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Once your request has been processed successfully, you will receive another email with a link to export your data.