

# Create an Organization

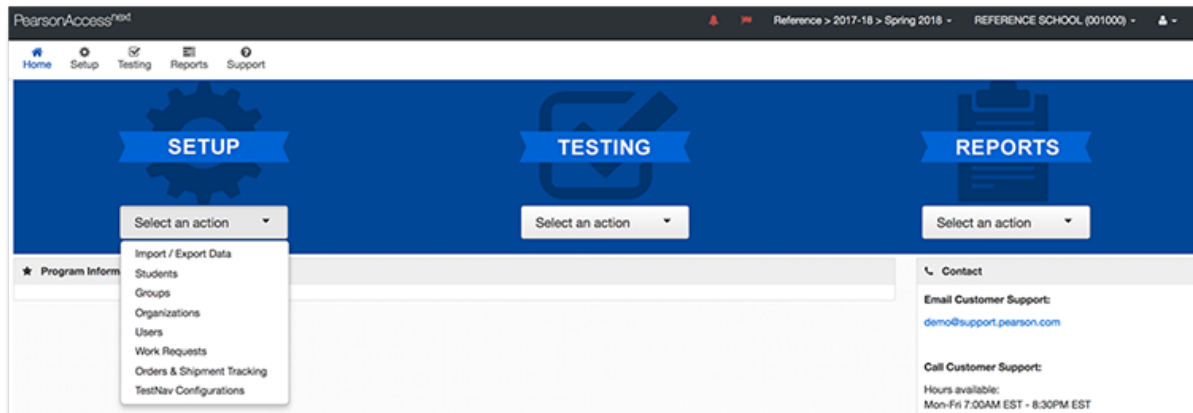
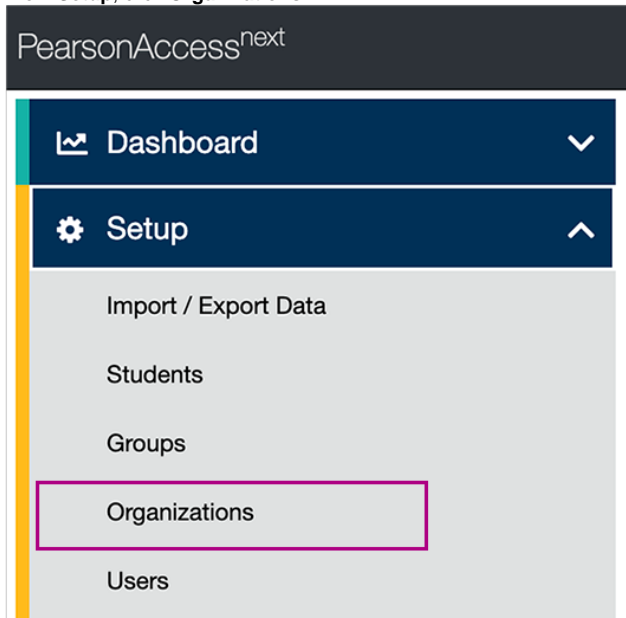
You create a top-level organization to establish an organizational hierarchy. This hierarchy structures the data in the system. This structure defines how top and next-level organizations relate to each other and drives security within PearsonAccess. Programs protect student privacy and secure data by controlling user access to specific organizations within the hierarchy.

This page describes how to create an organization *manually* through user interface data fields. *The most common and recommended practice to enter organizations is through a file import.*

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## Step-by-Step

1. From **Setup**, click **Organizations**.



2. Click **Select Tasks**, select **Create / Edit Organizations**, and click **Start**.

The screenshot shows the 'Organizations' management page. On the left, a sidebar contains a 'Tasks' section with a dropdown menu where 'Create / Edit Organizations' is selected. The main content area has a top navigation bar with 'Tasks 1 Selected' and 'Organizations 0 Selected'. Below this is a search bar and a table. The table has columns: 'Organization Name\*', 'Code\*', 'Type', 'Parent Organization', and 'ATR Status'. A message 'No Results' is displayed above the table. A 'Manage' button is located in the top right corner.

3. Type/select the organization information.

The screenshot shows the 'Tasks for Organizations' form. The 'Create / Edit Organizations' tab is active. The 'DETAILS' section is titled 'New Organization'. It contains several input fields: 'Type\*' (a dropdown), 'Parent Organization\*' (a dropdown), 'Name\*' (a text field), 'Code\*' (a text field), 'Address' (a section with 'Address Line 1\*' and 'Address Line 2' text fields), 'City\*' (a text field), 'State\*' (a dropdown), 'Zip Code\*' (a text field), 'Phone #\*' (a text field), 'Phone Extension' (a text field), and 'Fax #' (a text field). There is a 'Create' button and a 'Reset' button at the bottom right. A note at the bottom states: 'Note: Please verify that your Participation and Contact Information are complete and accurate.'

4. Click **Create**.

## Effects

To see more detailed information about the organization, click **Show Organization Details**.

1. From **Setup**, select **Organizations**.
2. Type an organization into the search field to find it.
3. Click the information icon in the **Organization Name** column. *If this column does not appear, click **Manage Columns**, select the **Organization Name** checkbox, and click **Apply**.*

After the topmost organization is in the system, you or an authorized user can create the next-level organizations to import student data, user accounts, etc.

As a result, adding organizations is one of the first tasks completed.