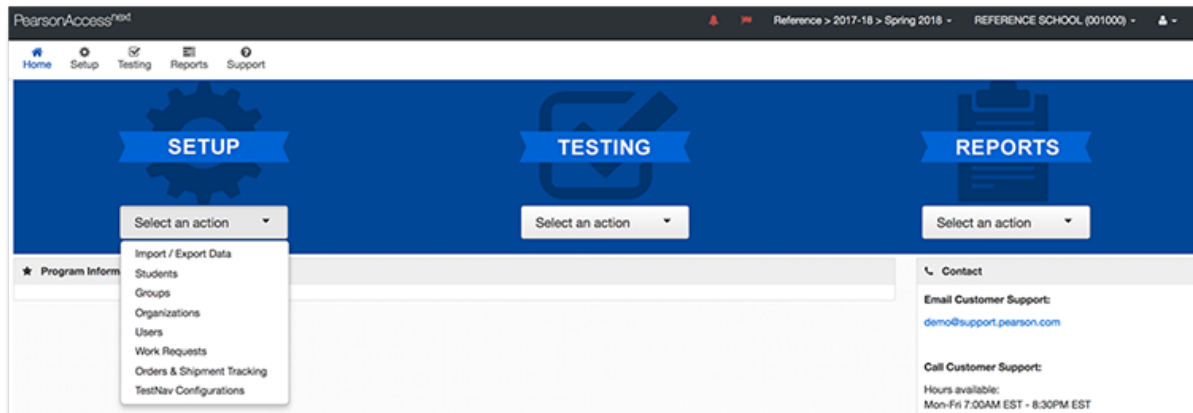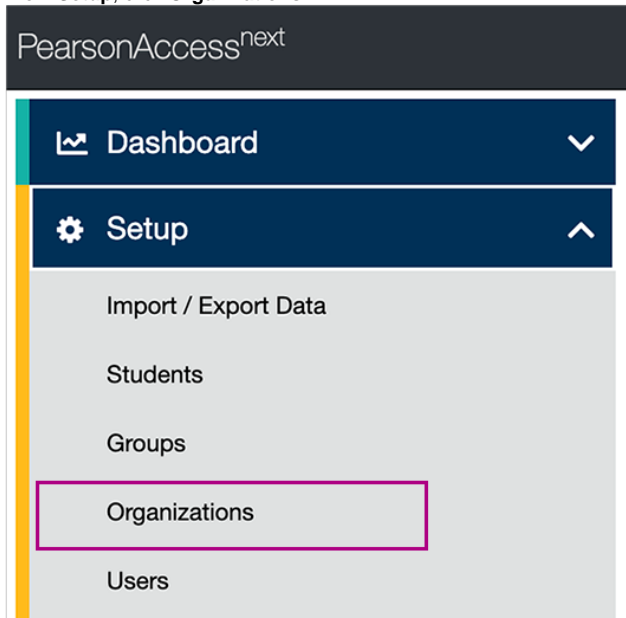# Create an Organization

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.*

Step-by-Step

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

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

3. Type/select the organization information.

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.