# **Delete an Organization**

You can delete an organization to remove it from the system.

## Prerequisites

Your user account must belong to a higher-level organization than the organization you want to delete.

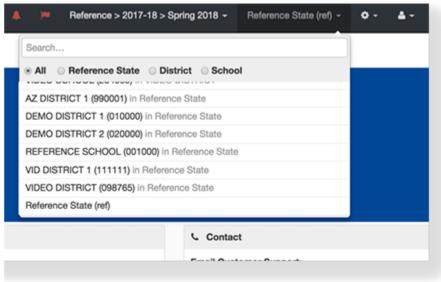
You must first delete user accounts and students associated with the organization.

- 1. Click the organization dropdown, and select the organization you want to delete.
- 2. Delete all the user accounts in that organization.
- 3. Remove all student test registrations. See the What's Next section on the Register/Unregister a Student page.
- 4. Remove all students from the organization by either:
  - a. Enrolling students in another organization, as described in Manage Student Enrollments in an Organization.
  - b. Deleting student records, as described in Delete a Student Record.

### Step-by-Step

or

1. Click the organization dropdown, and select a higher-level organization than the organization you want to delete.



2. From Setup, click Organizations.

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	🗠 Dashboard	~
	🌣 Setup	^
	Import / Export Data	
	Students	
	Groups	
	Organizations	
	Users	

#### ▲ M Reference > 2017-18 > Spring 2018 - REFERENCE SCHOOL (001000) -۵.-Home Setup Testing Reports Support SETUP TESTING REPORTS Select an action • Select an action • Select an action • Import / Export Data Contact \* Program Inform Students Groups Email Customer Support: Organizations demo@support.pearson.com Users Work Requests Orders & Shipment Tracking Call Customer Support: Hours available: Mon-Fri 7:00AM EST - 8:30PM EST TestNav Configurations

3. Type the organization name into the search field, click Search, and click the checkbox next to the organization.

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Home Setup Testing Reports Support							
Organizations							
El Tasks 0 Selected	C Organizations 1 Selected Clear						
Select Tasks	▼ Start ▼	Manag	10		•		
Find Organizations Participating in Spring 2018 -							
Vid							
Filters Clear Hide Parent Organization	1 Result				Displaying 25 Columns -		
Select one or more	Organization Name*	Code*	Туре	Parent Organization	ATR Status		
Name	VID ORG ()	123456	School	REFERENCE SCHOOL(001000)			
Starts with							
Code		· 1 ·					
Starts with							
Toggle secondary filters							

4. Click Select Tasks, select Delete Organizations, and click Start.

Organizations							
El Tasks 1 Solected					C Organizations 1 Selected Clear		
Select Tasks			✓ Start		Manage		•
Create / Edit Organizations Test Administration Manage Participation Edit Enroliment Counts Assess Testing Capacity Manage Contacts	pring 2018 - Clear Hide	1 R	Q, Search 🔹				Displaying 25 Columns -
Manage ATR Status Delete Organizations		•	Organization Name*	Code* 123456		Parent Organization REFERENCE SCHOOL(001000)	ATR Status
Starts with Code Starts with Toggle secondary filters		2				• 1 •	

5. Select the checkbox next to the organization you want to delete.

Delete	Organizations	_	_			
Delet	e Organizations	*			Delete Reset	
					Manage Columns -	
	Organization Name*	Organization Code*	Туре	Parent (Code)		
	VID ORG 0	123456	School	REFERENCE SCHOOL (001000)		
This a	ction is not reversible.					
* Required						
Dele	e Reset					

6. Click Delete.

Delete Organizations		_		_
Delete Organizations	*			Delete
				Manage Columns -
Organization Name*	Organization Code*	Туре	Parent (Code)	
VID ORG ()	123456	School	REFERENCE SCHOOL (001000)	
This action is not reversible.	120400	School	HEPENENCE SCHOOL (UTIOU)	
* Required				
Delete Reset				

#### Effects

After you delete an organization, you cannot restore it.