Add an Organization

You must enter an organization into the system before you can add student and test data. You add organizations through either a PearsonAccess^next file import or manually through user interface (UI) data fields.

Import Organizations

You can Import / Export Data files to simultaneously add multiple organizations to PearsonAccess^next. Typically, when you **import** organizations, the system *automatically*:

- Establishes an organizational hierarchy
- Indicates an organization's participation in an administration

Enter Organization Data

You can also manually enter organization data through the system's UI data fields - typically, to add a single organization. This most commonly occurs when you need to quickly add an organization.

When you manually add an organization file, you must individually perform tasks (that the organization import would have automatically completed) to ensure the organizational hierarchy is established.

Complete the tasks below to finish manually adding an organization to the system: