

Delete an Organization

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

Prerequisites

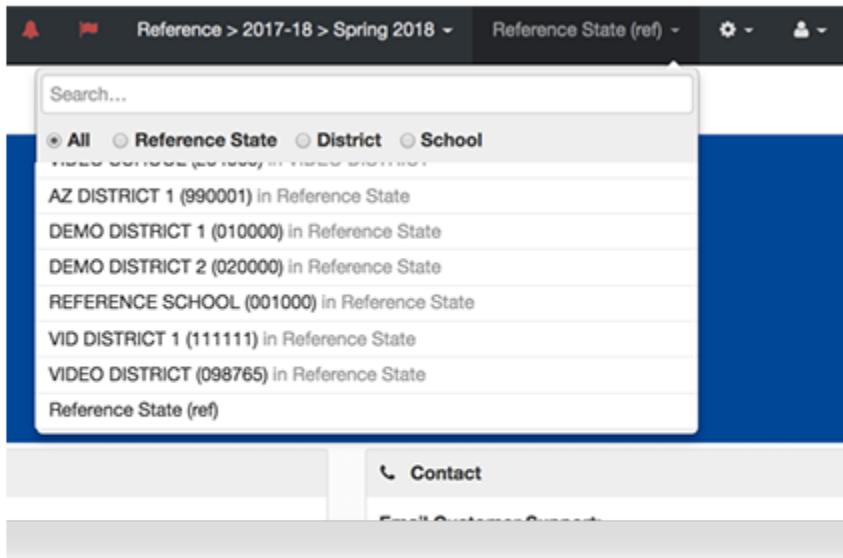
Your user account must belong to a higher-level organization than the organization you want to delete.

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

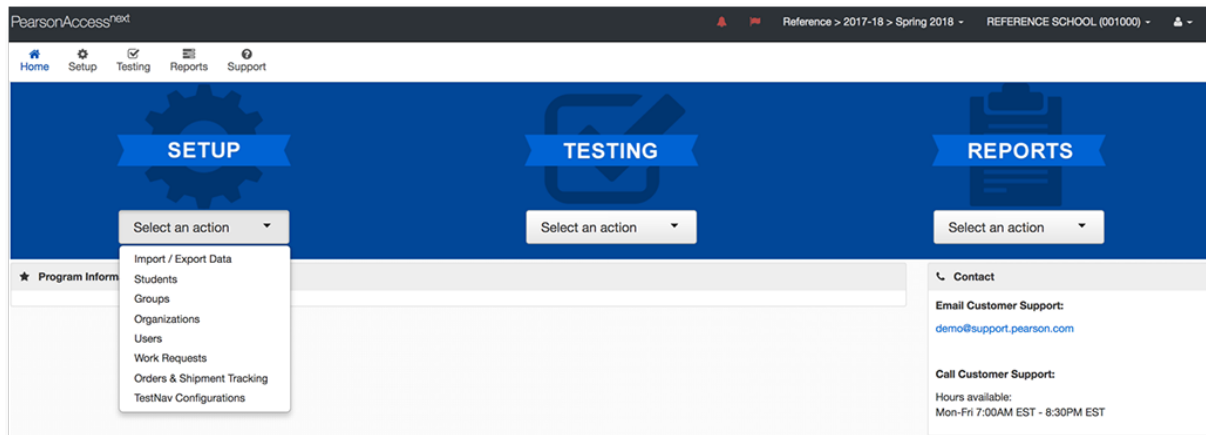
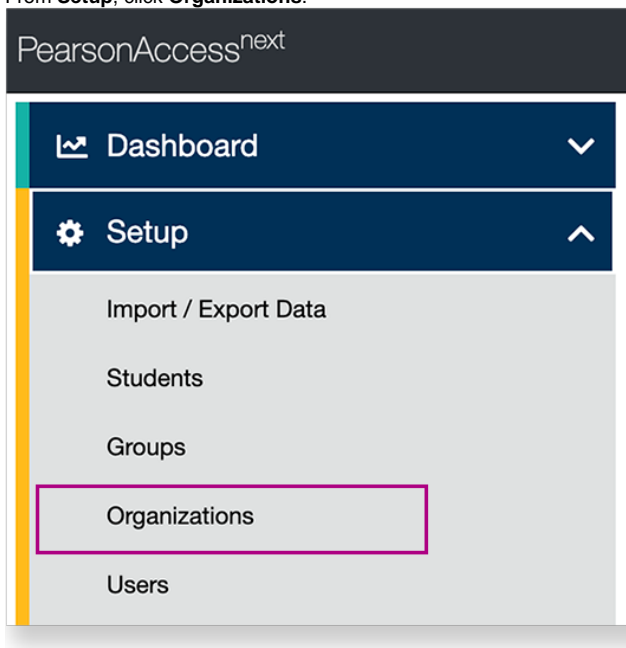
1. Click the organization dropdown, and select the organization you want to delete.
 2. Delete all the user accounts in that organization.
 3. Remove all student test registrations. See the ***What's Next*** section on the *Register/Unregister a Student* page.
 4. Remove all students from the organization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

Step-by-Step

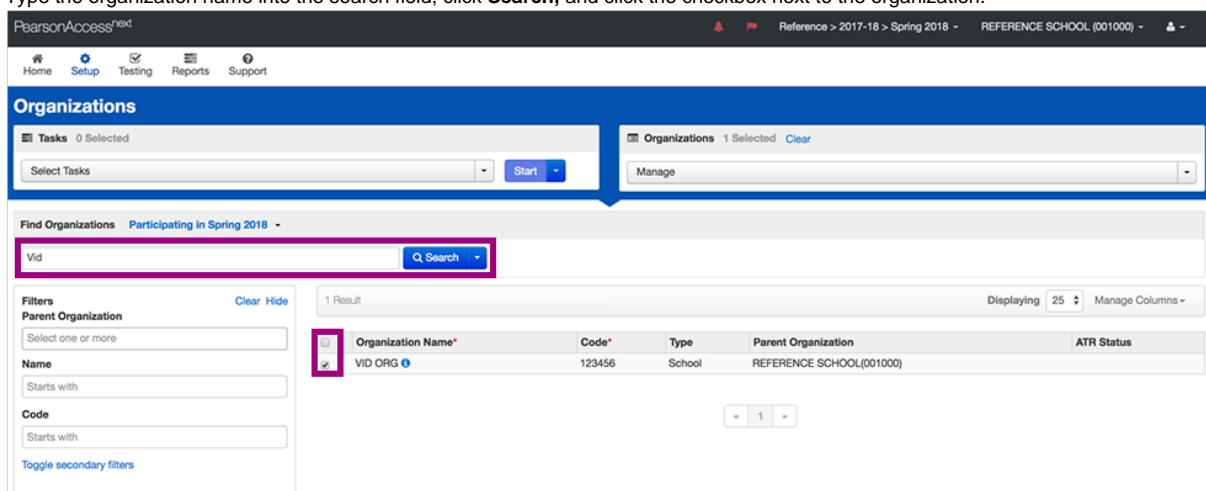
1. Click the organization dropdown, and select a higher-level organization than the organization you want to delete.



2. From **Setup**, click **Organizations**.



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



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

Organizations

Tasks 1 Selected

Select Tasks

- Create / Edit Organizations
- Test Administration
- Manage Participation
- Edit Enrollment Counts
- Manage Completion Statuses
- Assess Testing Capacity
- Manage Contacts
- Manage ATR Status
- Delete Organizations**

Starts with

Code

Starts with

Toggle secondary filters

Organizations 1 Selected Clear

Manage

Q Search

1 Result

Displaying 25 Manage Columns

	Organization Name*	Code*	Type	Parent Organization	ATR Status
<input checked="" type="checkbox"/>	VID ORG	123456	School	REFERENCE SCHOOL(001000)	

1

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

Delete Organizations

Delete Organizations

Delete Reset

Manage Columns

	Organization Name*	Organization Code*	Type	Parent (Code)
<input checked="" type="checkbox"/>	VID ORG	123456	School	REFERENCE SCHOOL (001000)

This action is not reversible.

* Required

Delete Reset

- Click **Delete**.

Delete Organizations

Delete Organizations

Delete Reset

Manage Columns

	Organization Name*	Organization Code*	Type	Parent (Code)
<input checked="" type="checkbox"/>	VID ORG	123456	School	REFERENCE SCHOOL (001000)

This action is not reversible.

* Required

Delete Reset

Effects

After you delete an organization, you cannot restore it.