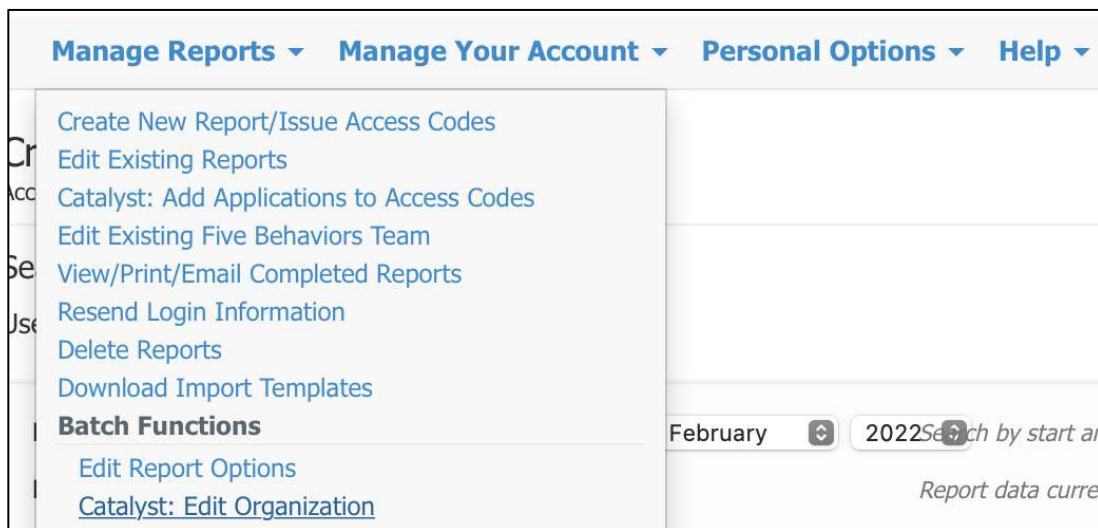


Change Learners' Organization

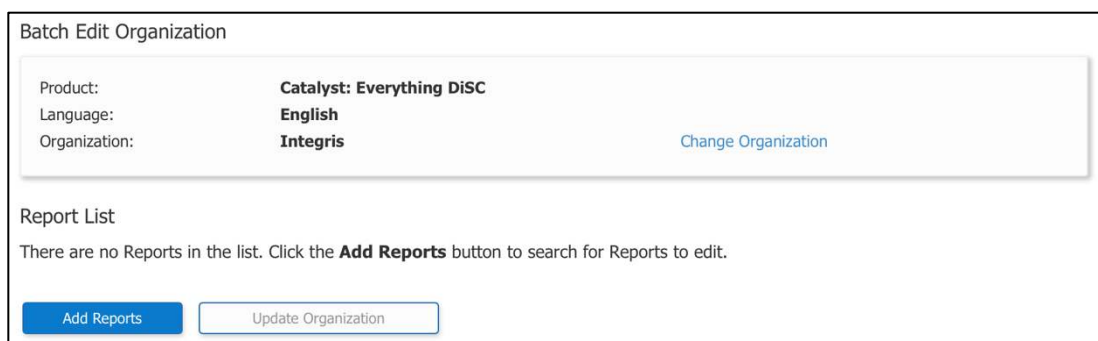
Organizations affect the learner's experience on the Catalyst platform, so it is critical that a learner's Workplace on Catalyst access code is assigned to correct organization. You can edit the access code's organization at any time.

Multiple Access Codes

1. Click **Batch Functions > Catalyst: Edit Organization** from the *Manage Reports* menu.



2. Select or add the new organization. This field works just like the Organization field when assigning a new access code.
3. Click **Add Reports**.



- Select the search criteria and click **Search**.
- Select access codes by clicking the box to the left of the name or click **Select All**.

<input checked="" type="checkbox"/>	Name: [Redacted] Respondent Name: [Redacted] Email: [Redacted] Learner Account Email: [Redacted] Access Code: 4NX2ETSF9X	Product: Catalyst: Everything DISC Language: English Account: Integris Performance Advisors Last Generated: Applications: Workplace, Management, Agile EQ	Assigned: 6/24/2020 Completed: 6/28/2020 Folder: Integris Sub Folder: Catalyst: Integris Organization: Integris Performance Advisors (Marlton)
<input checked="" type="checkbox"/>	Name: [Redacted] Respondent Name: [Redacted] Email: [Redacted] Learner Account Email: [Redacted] Access Code: 5WK34JTS9P	Product: Catalyst: Everything DISC Language: English Account: Integris Performance Advisors Last Generated: Applications: Workplace	Assigned: 6/24/2020 Completed: 6/28/2020 Folder: Integris Sub Folder: Catalyst: Integris Organization: Integris Performance Advisors (Marlton)
<input checked="" type="checkbox"/>	Name: [Redacted] Respondent Name: [Redacted] Email: [Redacted] Learner Account Email: [Redacted] Access Code: HM4N2KFE2B	Product: Catalyst: Everything DISC Language: English Account: Integris Performance Advisors Last Generated: Applications: Workplace, Management, Agile EQ	Assigned: 6/22/2020 Completed: 6/22/2020 Folder: Integris Sub Folder: Internal Team Organization: Integris Performance Advisors (Marlton)

[Next >>](#)
[Select All >>](#)
[Return to Search Criteria](#)
[Return to Catalyst: Batch Edit Organization](#)

- Click Next.
- Click **Update Organization**.

Email	Name	Status	Organization
x	[Redacted]	Complete	Integris Performance Advisors (Marlton)
x	[Redacted]	Complete	Integris Performance Advisors (Marlton)
x	[Redacted]	Complete	Integris Performance Advisors (Marlton)

Total Reports: 3

[Add Reports](#)
[Update Organization](#)

One Access Code

- Click **Edit Existing Reports** from the *Manage Reports* menu.

[Manage Reports](#) ▾
 [Manage Your Account](#) ▾
 [Personal Options](#) ▾
 [Help](#) ▾

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- [Create New Report/Issue Access Codes](#)
- [Edit Existing Reports](#)
- [Catalyst: Add Applications to Access Codes](#)
- [Edit Existing Five Behaviors Team](#)

- Search for the record you wish to edit.
- Click the **Edit** link for the record.

[Edit](#)

Name: [Redacted] Respondent Name: [Redacted] Email: [Redacted] Learner Account Email: [Redacted] Access Code: 4NX2ETSF9X	Product: Catalyst: Everything DISC Language: English Account: Integris Performance Advisors Last Generated: Applications: Workplace, Management, Agile EQ	Assigned: 6/24/2020 Completed: 6/28/2020 Folder: Integris Sub Folder: Catalyst: Integris Organization: Integris Performance Advisors (Marlton)
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4. Select or add the organization by typing in the Organization field. This field works just like the Organization field when assigning a new access code.

Applications:	Workplace on Catalyst, Management on Catalyst, Agile EQ on Catalyst
Learner Account Email:	<input type="text"/> ? What is this?
MyEverythingDiSC:	Active
Organization:	<input type="text" value="Integris Performance Advisors"/>
Folder:	<input type="text" value="Integris"/> New Folder

5. Click **Save Changes**.