

## Create a New Organization

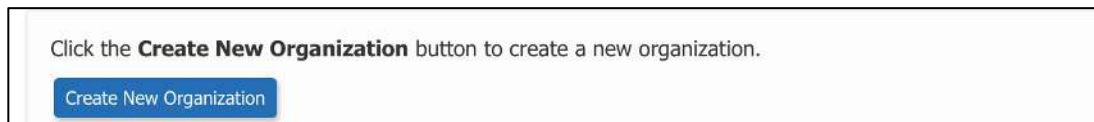
Organizations affect the learner's experience on the Catalyst platform, so it is critical that a learner's Workplace on Catalyst access code is assigned to correct organization. You can edit the access code's organization at any time. We recommend creating a new organization for inactive/terminated employees unless you prefer to delete them (Company Name – Inactive).

1. Click **Manage My Organizations** from the *Manage Your Account* menu.



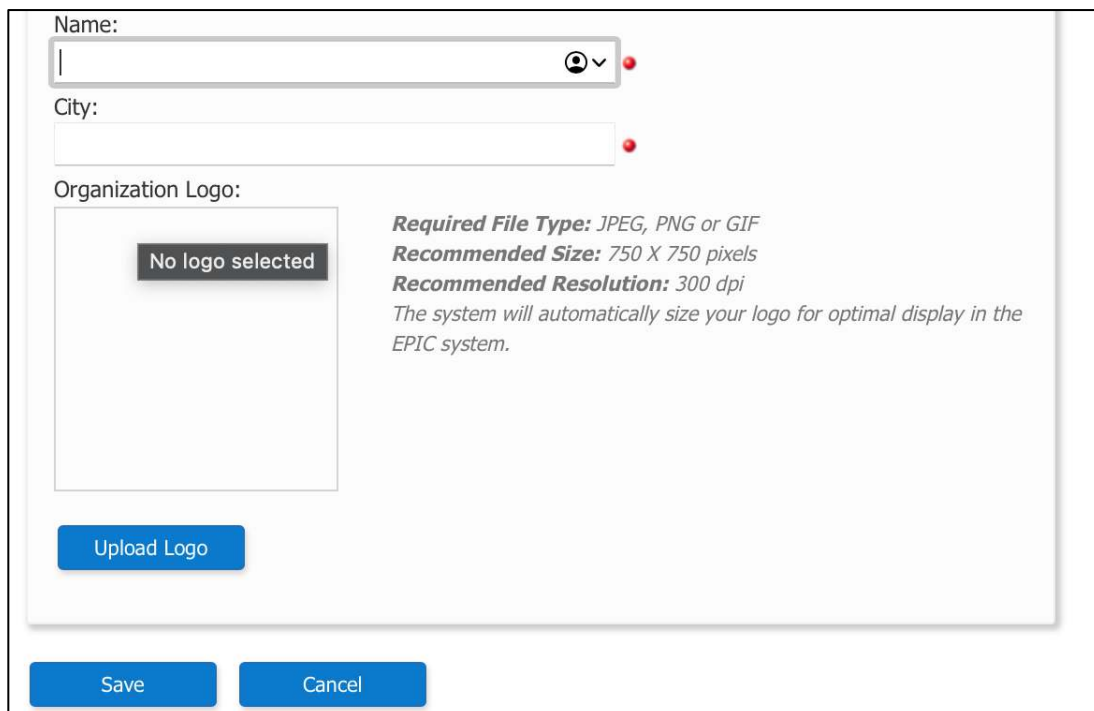
The screenshot shows a navigation menu with four main items: "Manage Reports", "Manage Your Account", "Personal Options", and "Help". The "Manage Your Account" item is expanded, showing a list of sub-options: "Transfer Credits to Parent Account", "Unassign Access Codes/Reclaim Credits", "Credits Charged for Reports", "Folder Maintenance", and "Manage My Organizations". The "Manage My Organizations" option is highlighted in blue.

2. Click **Create New Organization**.



The screenshot shows a text box with the instruction: "Click the **Create New Organization** button to create a new organization." Below the text is a blue button labeled "Create New Organization".

3. Complete the information in the pop-up and click **Save**.



The screenshot shows a pop-up form for creating a new organization. It contains the following fields and instructions:

- Name:** A text input field with a dropdown arrow and a red error indicator.
- City:** A text input field with a red error indicator.
- Organization Logo:** A section with a "No logo selected" message, an "Upload Logo" button, and the following instructions:
  - Required File Type:** JPEG, PNG or GIF
  - Recommended Size:** 750 X 750 pixels
  - Recommended Resolution:** 300 dpi
  - The system will automatically size your logo for optimal display in the EPIC system.

At the bottom of the form are two buttons: "Save" and "Cancel".