

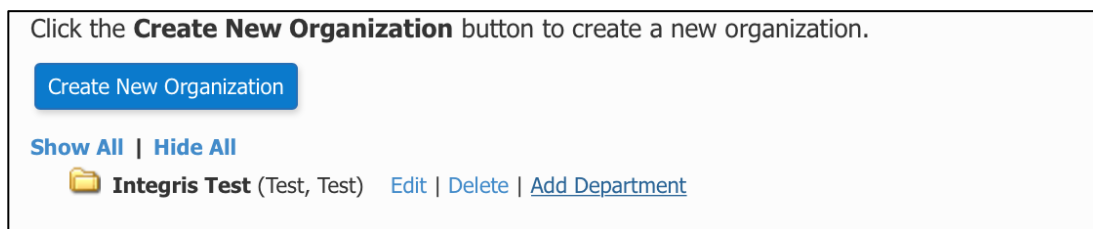
Manage Departments in Your Organization

Departments affect the learner's experience on the Catalyst platform. While learners are able to add additional departments, we find that they are more likely to select an already available option if they have it available in the drop down. Creating departments at the beginning allows you to have options ready for your learners.

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



2. Click **Add Department** next to your organization name.



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

