

Manage Organizations

Home > CORES HAN > HAN Organizations > Manage Organizations



To manage the organizations to which you belong, you can locate, join, and leave organizations through the Organizations tab.

You must join organizations to have access to their information and receive notifications. When you click the Join button, your membership request is sent to the organization administrator for approval. If the Join button is not available, you might not have permission to join that organization. In this case, you can only become a member if the administrator adds you.

To locate an organization

1. On the left, click **Organizations**. The *Organizations* page opens with a list of organizations you have access to view.
2. Click **Filter**. The filter page opens.
3. Take one or both of these actions.
 - a. If you want to search for an organization by name, in the **Search** field, enter three more consecutive letters in an organization's name.
 - b. If you want to delimit organizations by your access or role, in the *Permissions* area, click one of these options.

Option	Description
All	Lists all organizations.
I manage	Lists only the organizations for which you are an administrator.
I am a member of	Lists only the organizations to which you belong as a member.

4. Click **Apply**. The list on the right is delimited accordingly.

To join an organization

1. On the left, click **Organizations**. The *Organizations* page opens with a list of organizations you have access to view.
2. Locate the organization you want to join and click the name or row for that organization. The organization details open on the right.
3. If you see the option, click **Join**. A confirmation window opens.

Note: If you do not see the Join option, you can use the organization contact details to request membership. The organization administrator can add you.

4. Click **Confirm**. Your membership will be in *Pending* status until an administrator approves it.

To leave an organization

1. On the left, click **Organizations**. The *Organizations* page opens with a list of organizations you have access to view.
2. Locate the organization you want to leave and click the name or row for that organization. The organization details open on the right.
3. Click **Leave**. A confirmation window opens.
4. Click **Confirm**.