

EPIC Admin Department Management

EPIC administrators can create, view, update, and delete departments for organizations assigned to Catalyst™ access codes in their account. Follow the directions below to manage departments.

1. Click **Manage Your Account**.
2. Click **Manage My Organizations**. A list of all organizations associated with Catalyst access codes in your account appears– not just custom organizations created in your EPIC account.
3. Click **+** to the left of an organization to see a list of the organization’s departments.

The screenshot shows the 'Manage Your Account' interface. Under 'Manage My Organizations', there is a 'Create New Organization' button. Below it, there are links for 'Show All' and 'Hide All'. A list of organizations is displayed, each with a plus sign icon to its left. The first organization is 'ABC Company (Waco)' with links for 'Edit', 'Delete', and 'Add Department'. The second is 'KRT Industries (Minneapolis)' with an 'Add Department' link. Under 'KRT Industries', there are four department entries: 'Marketing (2)', 'Operations (4)', 'Production (4)', and 'Sales (4)', each with an 'Edit' link and a 'Transfer Learners' link.

All departments associated with the organization are listed. The number of learners that have selected the department appears in parentheses.

Add Departments

1. Click **Add Department** to the right of the organization. A popup will appear.

The screenshot shows a popup window titled 'Add New Department'. It contains the text: 'Enter the name for the Department below. Click the **Add Department** button to create the Department.' Below this text is a form with two fields: 'Organization Name:' with the value 'ABC Company' and 'New Department Name:' with an empty text input box. At the bottom of the popup are two buttons: 'Add Department' and 'Cancel'.

2. Enter the department name.
3. Click **Add Department** to save the department. The department will be visible in EPIC and in Catalyst on the registration page and the account settings page.
4. Click **Cancel** to close the window and not create the department.

Rename Departments

1. Click **Edit** to the left of the department.

Manage My Organizations
Manage My Organizations • Rename Department

Rename Department

Enter the name for the Department below. Click the **Rename Department** button to rename the Department.

Organization Name: **ABC Company**

Department Name:

Rename Department
Cancel

2. Enter the new department name.
3. Click **Rename Department** to save the new name. The new name will be visible in EPIC and in Catalyst on the registration page and the account settings page.
4. Click **Cancel** to close the window and not rename the department.

Delete Departments

If a department does not have any learners, the Delete option appears to the right of the department.

1. Click **Delete**. A confirmation message appears.

Are you sure you want to delete this Organization?

OK
Cancel

2. Click **OK** to delete the department.
3. Click **Cancel** to return to the Manage My Organizations page.

Deleted departments no longer appear for Catalyst learners that belong to the organization. Deleted departments no longer appear on the Manage My Organizations page – for anyone that has access to the organization.

Transfer Learners

The Transfer Learners option only appears if there are one or more learners in the department. Selecting this option allows the EPIC administrator to “move” these learners to a different department within the same organization.

1. Click **Transfer Learners** to the right of the department.

Manage My Organizations
Manage My Organizations • Transfer Department Learners

Transfer Department Learners

Select the destination department. Click the Transfer Learners button to complete the process.

Destination Department

- KRT Industries** (Minneapolis)
 - Operations** (4)
 - Production** (4)
 - Sales** (4)

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2. Select a department.
3. Click **Transfer Learners** to update the department for all associated learners.
4. Click **Back** to return to the Manage My Organizations page.