

# How to Manage an Organization's Users

This guide covers:

1. How to access an organization's users
2. How to add users to a Organization (Assignment)
3. How to remove users from a Organization (Assignment)

 This guide does not apply to the **Fullerton Organization**.

Any questions about the Fullerton Organization members should be addressed with the Employee Training Center.

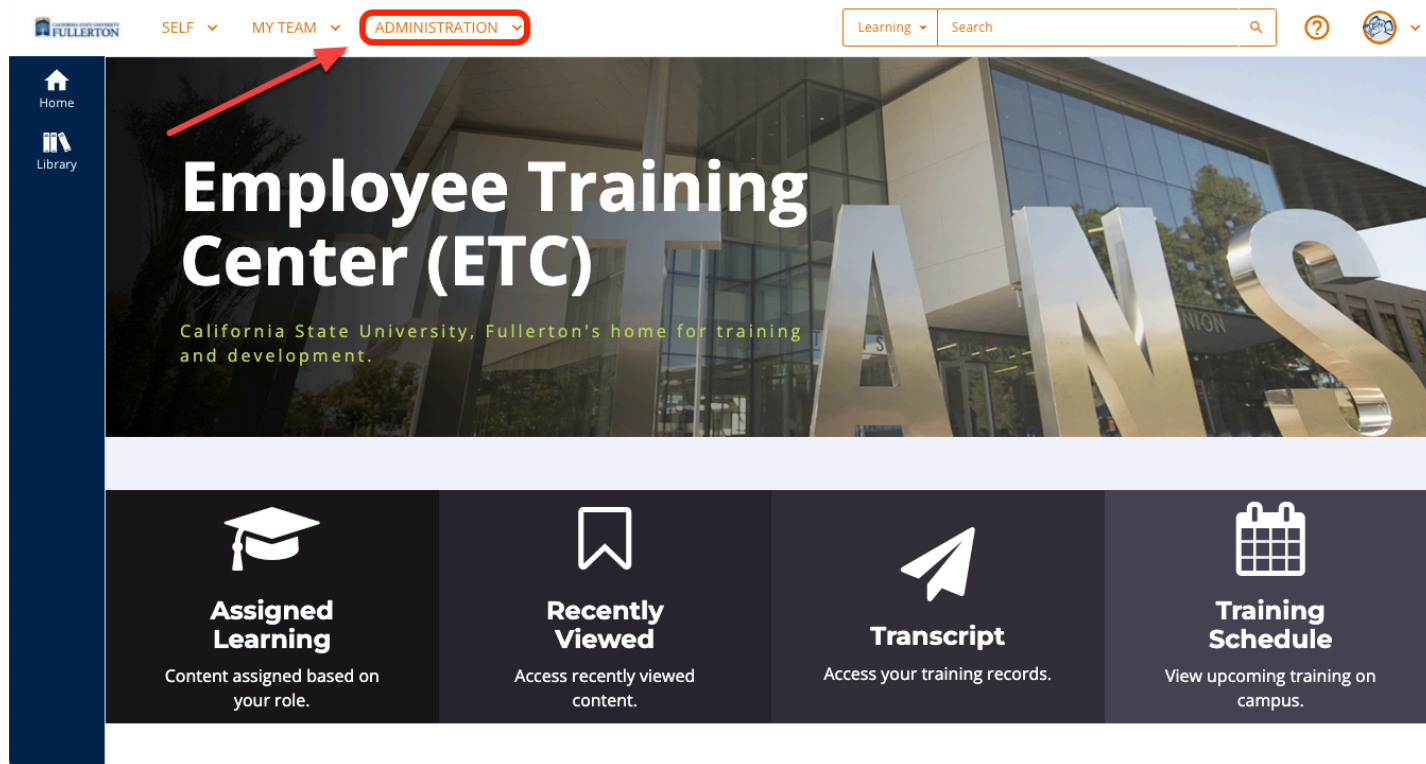
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# Accessing the Organization's Users

## Step 1:

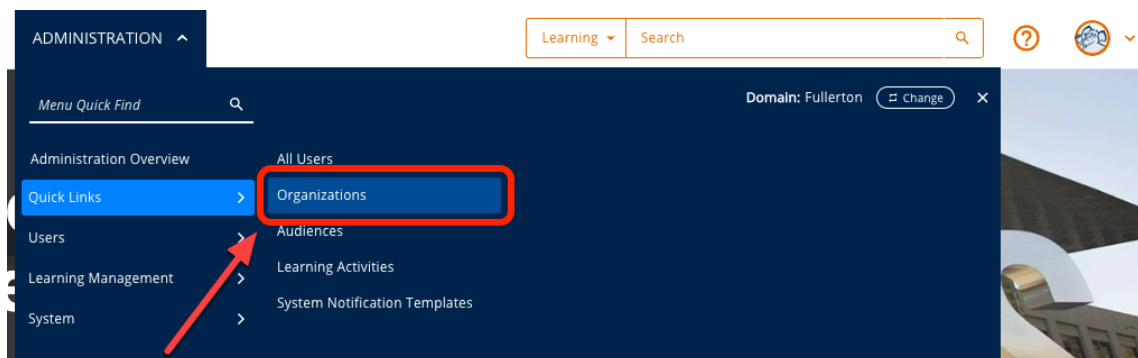
[Login to the ETC](#) to begin on the Employee Training Center (ETC) dashboard

Click on the **Administration** button



## Step 2:

Click on **Organizations**



## Step 3:

Enter the learning activity name or code into the **Search** field

Then, click on the **magnifying glass** to search

Home / Administration / Organizations

## ORGANIZATIONS

NEW

Create, edit and manage organizations and organization hierarchies. Click the name of an organization from the tree to manage advanced details, including associated users and competencies.

Displaying 1 records

Edit Export

<input type="checkbox"/>	Name	Code / ID	Parent Organization
<input type="checkbox"/>	Fullerton	FULLERTON	

CANCEL

### Step 4:

Click on the radio button for your **Organization**

## ORGANIZATIONS

NEW

Create, edit and manage organizations and organization hierarchies. Click the name of an organization from the tree to manage advanced details, including associated users and competencies.

CSUF ILT Assigned Recu



ADVANCED

Displaying 1 of 1 records 5 10 25 50 100

Edit Export



<input type="checkbox"/>	Name ^	Code / ID ↕	Parent Organization ↕	Hierarchy Name ↕
<input type="checkbox"/>	CSUF ILT Assigned Recurring Test	FULLERTON-ASGN-ETCILT1	Fullerton Departments	Functional



CANCEL

### Step 5:

The screen will refresh to the **Organization Summary**

Click on **Users**

The screenshot shows the Fullerton Information Technology Administrator Dashboard. The top navigation bar includes 'SELF', 'MY TEAM', and 'ADMINISTRATION' dropdown menus, along with a 'Learning' dropdown, a search bar, and help icons. The left sidebar contains a 'Home' link and a 'Library' link, followed by a list of menu items: SUMMARY, **USERS** (highlighted with a red box and a red arrow pointing to it), SKILLS, AUDIENCES, COMPETENCIES, LEARNING ACTIVITIES, NEWS, and REMOTE CONTENT. The main content area displays the 'ORGANIZATION SUMMARY' for 'CSUF ILT Assigned Recurring Test', showing details like Name, Code, Parent Organization, Hierarchy, and Description. A 'CANCEL' button is located at the bottom right of the main content area.

## Adding Users to an Organization

You may want to search for a user to check if they are already in the Organization before you add.

Enter user's name in search bar to see if they are already in the organization

### **Step 1:**

Click on the **Add User** button to add a user

Home / Administrator Dashboard / Organizations / CSUF ILT Assigned Recurring Test

Displaying 2 of 2 records 10 25 50 100

### USERS

Search Users

**+ Add User** Edit Delete

<input type="checkbox"/>	Employee	Start Date	Is Primary	Is Main
<input type="checkbox"/>	Tuffy Titan	04/26/2022	No	
<input type="checkbox"/>	Boba Fett	04/26/2022	No	

**CANCEL**

## Step 2:

Enter the user's name in the **Search** field

## ADD USERS TO THE ORGANIZATION

Select users to add to the organization.

**BY NAME** **BY AUDIENCE** **COMMA-DELIMITED LIST**

Search for a Person

**CLEAR**

**ADVANCED SEARCH**

## Step 3:

Users will populate in the dropdown menu

Click on the **checkbox** next to the users name

## ADD USERS TO THE ORGANIZATION

Select users to add to the organization.

**BY NAME** BY AUDIENCE COMMA-DELIMITED LIST

Tuffy CLEAR ADVANCED SEARCH

RESULTS FOR " " IN USERS



Tuffy Titan

CANCEL

ADD SELECTED

Actions

☐ **Primary Organization**

Sets this organization as the primary organization in the hierarchy. This determines the user's Learn news content and remote content servers. If any selected user already has a Primary Organization, this organization or domain replaces it.

CANCEL

SAVE

### Step 4:

Click on the **Add Selected** button

Continue to **Step 8**

CLEAR ADVANCED SEARCH

R " " IN USERS

Tuffy Titan

CANCEL ADD SELECTED



❗ If you are attempting to add more than a few users, please use the comma-delimited list option.

## Step 5 (OPTIONAL):

Click on the **Comma-Delimited List** tab

**ADD USERS TO THE ORGANIZATION**  
Select users to add to the organization.

**BY NAME** **BY AUDIENCE** **COMMA-DELIMITED LIST**

Search for a Person

**SELECTED USERS (0)**

User	Primary Job	Actions
No user is selected		

This date appears in the Employee Profile

**Join Date \***

(MM/DD/YYYY)

☐ **Primary Organization**  
Sets this organization as the primary organization in the hierarchy. This determines the user's Learn news content and remote content servers. If any selected user already has a Primary Organization, this organization or domain replaces it.

## Step 6 (OPTIONAL):

Enter your list of users by **Username** or **Email**

Separate each user's information by comma or semi-colon

## ADD USERS TO THE ORGANIZATION

Select users to add to the organization.

[BY NAME](#) [BY AUDIENCE](#) [COMMA-DELIMITED LIST](#)

Enter a comma-delimited or semi-colon-delimited list of employees you want to add to the organization. Employees can be identified by username, employee ID, email address, or NT account name. You can add up to 100 employees at a time.

[CLEAR](#) [ADD USERS](#)

### SELECTED USERS (0)

User	Primary Job	Actions
No user is selected		
This date appears in the Employee Profile		
Join Date *		
<input type="text"/>		

[CANCEL](#) [SAVE](#)

### Step 7:


Click on the **Add Users** button



### Step 8:

Click on the **Calendar** icon to enter today's date for the **Join Date**

## SELECTED USERS (1)

User	Primary Job
<p><b>Tuffy Titan</b></p> <p>This date appears in the Employee Profile</p> <p><b>Join Date *</b></p> <div> <input type="text"/>  </div> <p>(MM/DD/YYYY)</p> <p><input type="checkbox"/> <b>Primary Organization</b></p> <p>Sets this organization as the primary organization in the hierarchy. If this is the Primary Organization, this organization or domain replaces it.</p>	

< April 2022 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**!** DO NOT check the Primary Organization box.

### **Step 9:**

Click on the **Save** button on the bottom right-hand corner of the page

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s determines the user's Learn news content and remote content servers. If any selected user already has

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## Removing Users from an Organization

### **Step 1:**

Select the user by checking the box next to their name

[Home](#) / [Administrator Dashboard](#) / [Organizations](#) / CSUF ILT Assigned Recurring Test

Displaying 2 of 2 records 10 25 50 100

### USERS

Search Users

[+ Add User](#)
[Edit](#)
[Delete](#)

<input type="checkbox"/>	Employee ^	Start Date ⇅	Is Primary ⇅	Is Main ⇅
<input type="checkbox"/>	Tuffy Titan	04/26/2022	No	
<input type="checkbox"/>	Boba Fett	04/26/2022	No	

CANCEL

## Step 2:

Click on the **Delete** button

[Home](#) / [Administrator Dashboard](#) / [Organizations](#) / CSUF ILT Assigned Recurring Test


Displaying 2 of 2 records

### USERS

Search Users

[+ Add User](#)
[Edit](#)
[Delete](#)

<input type="checkbox"/>	Employee ^	Start Date ⇅	Is Primary ⇅
<input checked="" type="checkbox"/>	Tuffy Titan	04/26/2022	No
<input type="checkbox"/>	Boba Fett	04/26/2022	No

 Clicking **Delete** here does not remove the user from the system, it only removes the user from the Organization.

## Need More Help?

Please contact the ETC at: [employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu)