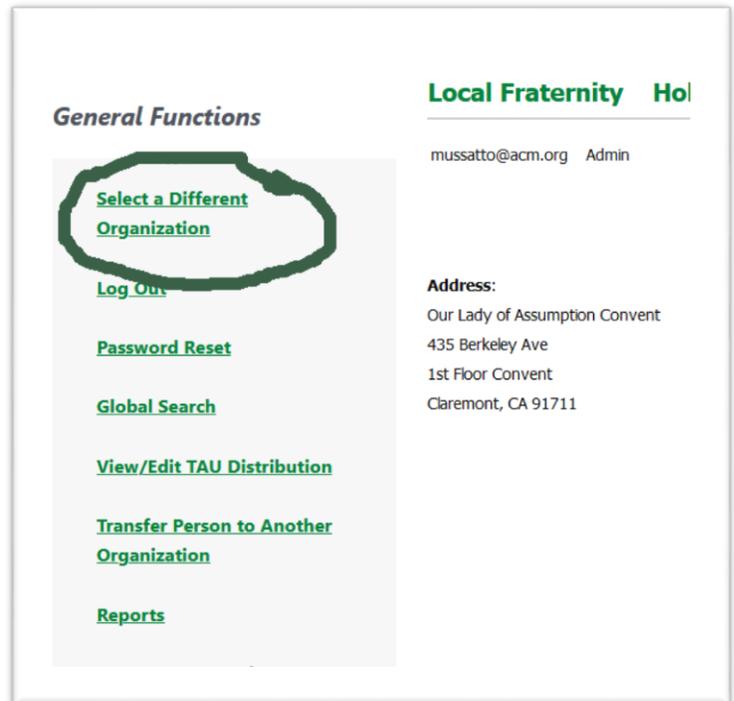


# Select A Different Organization

1. When you sign in for the 1<sup>st</sup> time each day you will see the Organization Summary (e.g., Fraternity Summary) for your home organization. To select a different organization click on **Select a Different Organization** in the left column. This will take you to a page which will list the organizations to which you have either read or edit access.
2. By default you will be shown only the Active organizations. To see the inactive organizations, clear the **Active** check box.
3. There is also a choice of **National Organizations**.



Under each National Organizations are the subordinate organizations. **International – OFS** is the parent for CIOFS, all national Fraternities (e.g., NAFRA); **OFS-USA** is the parent of Regional and local Fraternities; **Other Entities** is the parent for special entities such as Barbo-Carlson Printing, Franciscans International; **Religious Orders**: is the parent of all orders which work with the Seculars, including Friars and their provinces; **USCCB**: is the parent of all the Dioceses in the US.

4. Once you select a National Organization press the **SEARCH** and it will display those top level entities that you are authorized to edit or view. Then click on  to expand the list.

Region	OFS Org #	Fraternity	active	Read Priv	Edit
A					
<input type="checkbox"/>	Saint Francis-unknown-CA				
Select Org	52	Saint Francis-unknown-CA	Yes	No	Yes
Select Org	13801	Blessed Luchsius & Bounadonna (K)-Los Angeles-CA	Yes	No	Yes
Select Org	11701	Holy Spirit-Claremont-CA	Yes	No	Yes
Select Org	12201	Immaculata-Corona-CA	Yes	No	Yes
Select Org	10901	Immaculate Conception-San Diego-CA	Yes	No	Yes

5. Each organization including the parent (St Francis Region In this example) will be listed along with whether you have Read or Edit permissions. If you do not have either (or if the organization inactive and you didn't clear the **Active** check box before you clicked on **SEARCH** ) the organization will not be displayed. To go to an organization click on **Select Org**. This will take you to the Summary Page for the organization you selected.