HOW DO YOU SEARCH FOR AN EXISTING ORGANIZATION AND REQUEST TO JOIN IT?

1. Login to your account and click on the “My Account” dropdown and select “My Organization”

2. My Organizations main page will be displayed. Click on the “Search Organizations” button to see the search option.
3. Type in the search string and click “Search”.

4. In the search result, identify the organization and click on “Request Join” to send a request to the administrator to add you to the organization.

5. This is the confirmation message for Request Join.
6. My Organizations main page will show the organization in the table with “Requested” status. Once the administrator of the organization approves the request, you will be added to the organization.