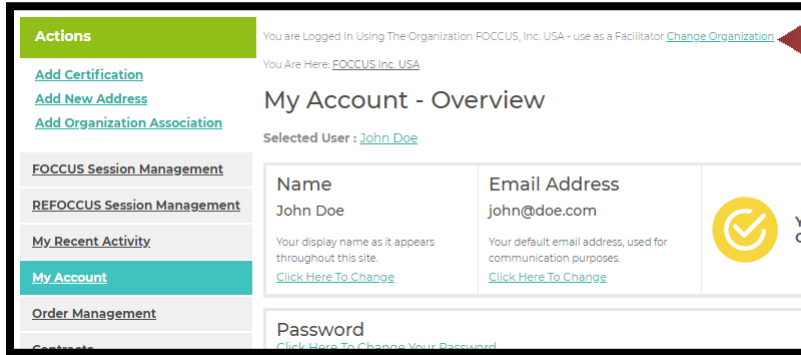


## Toggle between organizations on your account

Sometimes, as a facilitator or administrator, you may need to have your FOCCUS account associated with more than one organization. In that case, you will need to toggle back and forth between the organizations depending on the couple inventory sessions you are creating.

### 1. Click on “Change Organization”



**Actions**

- [Add Certification](#)
- [Add New Address](#)
- [Add Organization Association](#)

**FOCCUS Session Management**

**REFOCCUS Session Management**

**My Recent Activity**

**My Account**

**Order Management**

You are Logged In Using The Organization FOCCUS, Inc. USA - use as a Facilitator [Change Organization](#)

You Are Here: [FOCCUS Inc. USA](#)

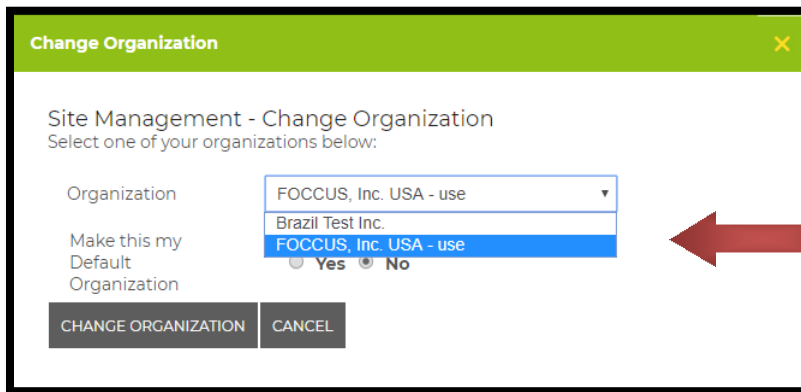
### My Account - Overview

Selected User : [John Doe](#)

Name	Email Address
John Doe <small>Your display name as it appears throughout this site.</small> <a href="#">Click Here To Change</a>	john@doe.com <small>Your default email address, used for communication purposes.</small> <a href="#">Click Here To Change</a>

**Password**  
[Click Here To Change Your Password](#)

### 2. On the pop-up window, choose which organization you wish to change to.



**Change Organization**

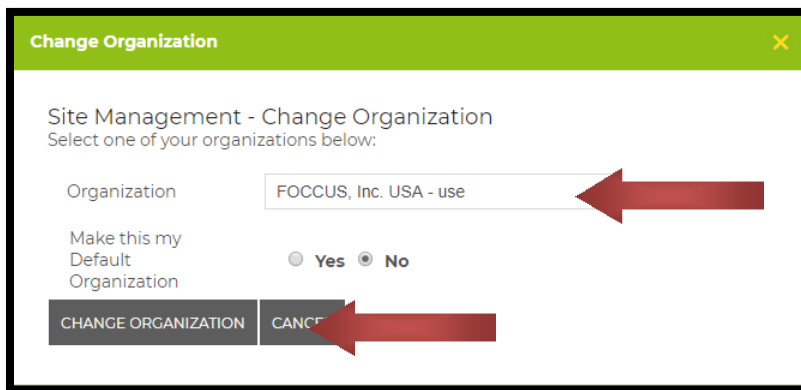
Site Management - Change Organization  
Select one of your organizations below:

Organization:

Make this my Default Organization:  Yes  No

**CHANGE ORGANIZATION** **CANCEL**

Be sure to choose whether to make the organization you are switching to your default organization if you expect most of the sessions you plan on creating are under this organization.



**Change Organization**

Site Management - Change Organization  
Select one of your organizations below:

Organization:

Make this my Default Organization:  Yes  No

**CHANGE ORGANIZATION** **CANCEL**

### 3. You will now see that you are operating under your chosen organization