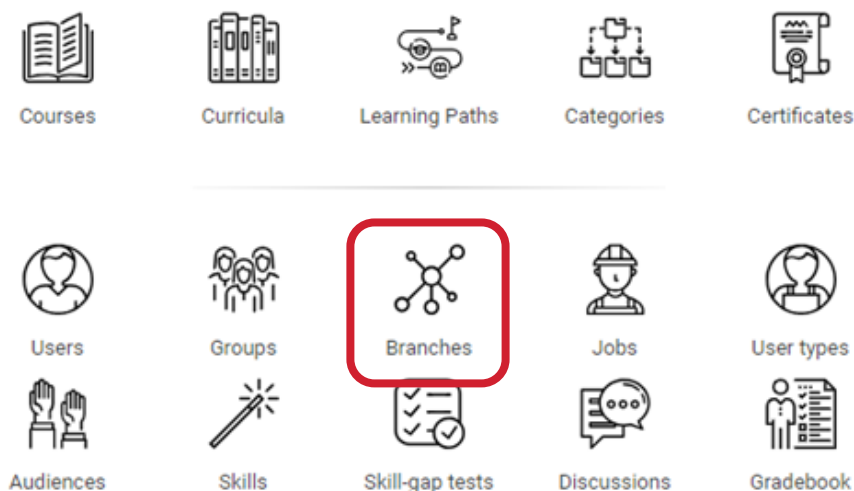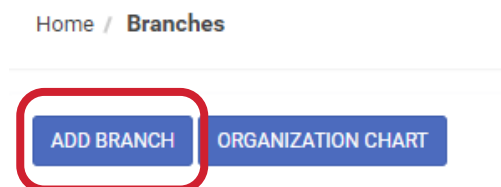# GreatAcademy® – Adding Branches

You can use branches to create sub-portals under your parent portal. This can be used to separate users by location, department, etc. to help with user management and reporting.

1. Click the **BRANCHES** Icon.

2. Click **ADD BRANCH**

Home / **Branches**

ADD BRANCH **ORGANIZATION CHART**

- **Name** – Name of Branch. (This is the only required field).
- **Parent Branch** – Select the name of main branch from drop down – This will be "Specialty Human Services/"name of your organization". (should be the only option; should default)
- **Domain Name For Branch** – Needs to be left blank.
- **Product Division** – Needs to be left blank.
- **Product Classification** – Not required.
- **Policy/Customer #** – Not required.
- **Expiration Date** – Not required.

3. Click **ADD** – at the bottom of the page.

   - After clicking **ADD**, the **USERS** tab will appear.

- Assign users to the branch by clicking the **NO** to change it to **YES**.

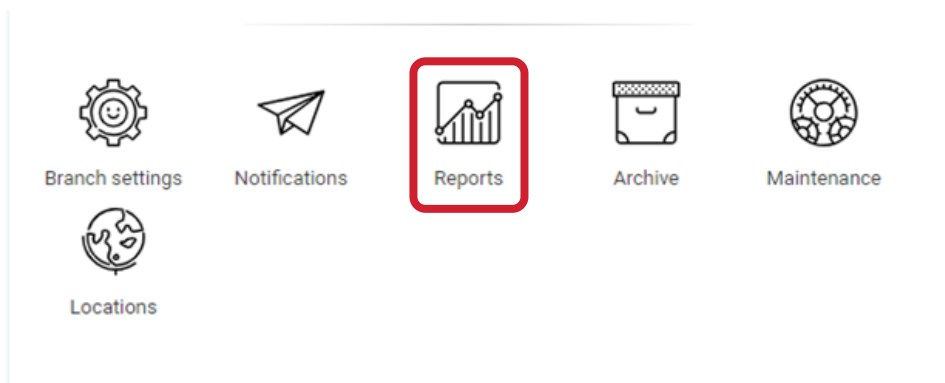   - Do this for each user that needs to be added to the branch.

- COURSES: Best Practice - Create all of your branches first where possible.

- Then you'll typically want to add all courses to all of your branches so you can properly report on any course users might take in any branch.

- To add all courses in a mass action to all your branches:

   - First go to **REPORTS** from your Home page.

- Select the **COURSES** tab.
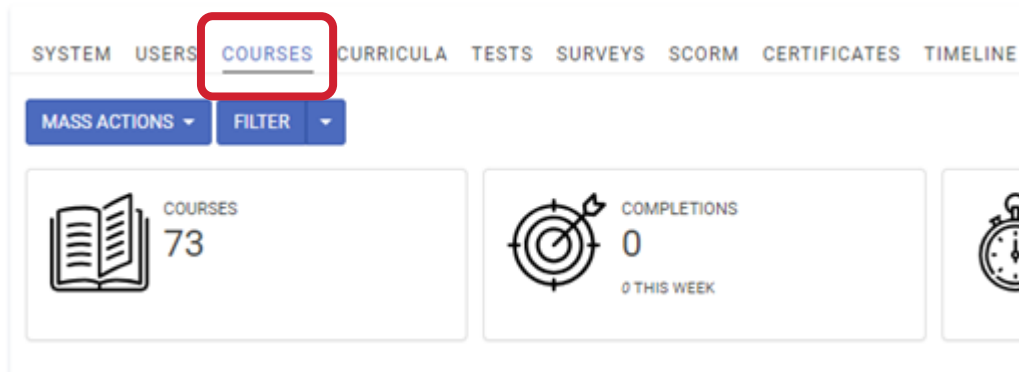
- Under the **MASS ACTIONS** dropdown, select **ADD TO BRANCH** and add All courses to each of your new Branches.

- To add Curriculums to the branch, click the **CURRICULUMS** tab.
  - Assign Curriculums to the branch by clicking the **NO** to change it to **YES**.
  - Do this for each Curriculum that needs to be added to the branch.