

Search for an Organization

From time to time, you may have contact with a high school, college, university, or business that does not appear to be in SFIS. It is important that there are no duplicate Organizations in the PeopleSoft database. This procedure describes how to perform a preliminary search for an organization within the database to eliminate that possibility.

If it is then necessary to add a new organization, follow these instructions.

1. Perform a preliminary search

Before creating a new organization, verify that the organization does not exist in the system.

Navigate as follows: **Campus Community > Organization > Create/Maintain Organizations > Organization Table**

A. *Find an Existing Value* tab

1. Search by name. In the Search dropdown, select an option to search by. For example, use "begins with" or "contains" and enter just a few letters of the organization name.
2. If other elements are known, e.g. the ATP code, the City or State, you can search for them in the corresponding boxes, entering just a few characters and selecting "begins with" or "contains."
3. Do not search on Country.
4. If you cannot find the organization with this search, continue the search as explained next.

2. Before Performing Search/Match

- A. Before you perform Search/Match, here are some additional methods to help you to identify the organization.
1. The name you are searching for may not be the organization's official name, so the fewer words or letters you use for your search, the more likely it is you will find the organization.
 2. It is sometimes better to search on the City and State without searching by name to obtain a list of possible choices.
 3. For a high school, university or college, you may find it useful to search for the organization on the internet. In addition to seeing the organization's proper name, you might be able to obtain its ATP code as well (search for SAT code).
 4. Search for an educational organization on the College Board web site. The site includes international as well as United States institutions and displays the ATP code.
 - i. High Schools: http://apps.collegeboard.com/cbsearch_code/codeSearchHighschool.jsp
 - ii. Colleges: http://apps.collegeboard.com/cbsearch_code/codeSearchCollege.jsp

3. Performing Search/Match

- A. If a preliminary search indicates the organization does not exist in the database or that the organization exists under a different name, and you are unable to find it through the other methods listed, investigate further using Search/Match.
- B. ***If there is no match found*** - You may then add the organization.