

# Management Portal – Update an organisation

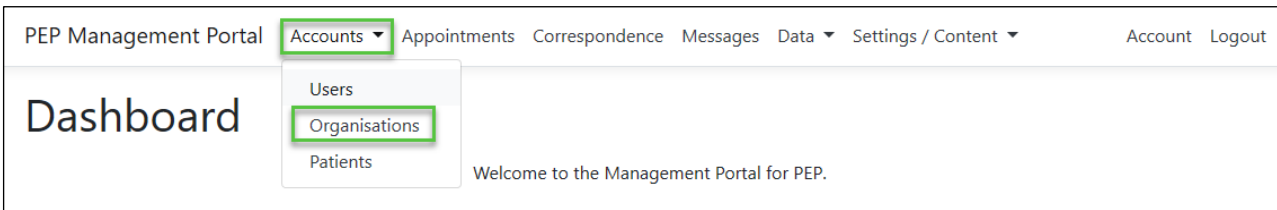
## Scenario

This guide shows how to update an Organisation in the My GNCR Management Portal.

Organisations can be updated by users with the role **Global Administrator**.

## Update an Organisation

1. Select the **'Accounts'** menu and then select **'Organisations'**



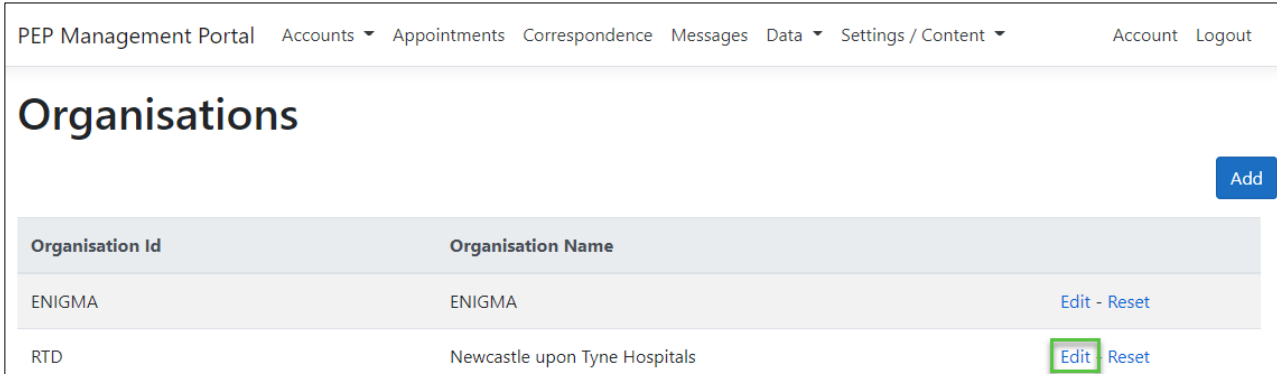
PEP Management Portal Accounts Appointments Correspondence Messages Data Settings / Content Account Logout

Dashboard

Users  
Organisations  
Patients

Welcome to the Management Portal for PEP.

2. Locate the Organisation you wish to change and click **'Edit'**



PEP Management Portal Accounts Appointments Correspondence Messages Data Settings / Content Account Logout

## Organisations

Add

Organisation Id	Organisation Name	
ENIGMA	ENIGMA	Edit - Reset
RTD	Newcastle upon Tyne Hospitals	Edit Reset

3. **Make** the changes as required
4. Click **'Submit'**, a confirmation message will display

Submit

Organisation updated!