How to Create an Organization

CTMS version 2.1

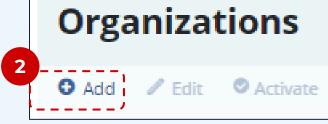**APPLICABLE TO:**

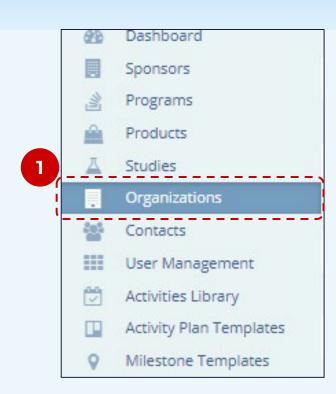- Company Admin
- Study Manager
- CRA

TRIAL INTERACTIVE

1 Log into the CTMS and click on **Organizations** from the menu on the left.

2 To add a new Organization, click **Add.**

3 Enter the organization details, then click **Create** when finished, or **Create and Add Another** to add an additional Organization.

Note: These instructions are the same for creating a Sponsor, which is a type of Organization. However, a Sponsor may also be created from the Sponsors area. Please see the associated job aid for additional information.

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