HOW TO CREATE A DEPARTMENT

1. From the Home Page, click “Next” by the “Use this flow to manage Command hierarchy”

2. Type in your UIC and click “Next”
3. This screen will appear, click “Next”

4. Type in the Name of the Department you want to create and click “Next”

5. This screen will appear, click “Next”

6. This screen will appear, click “Next”
HOW TO CREATE A DIVISION

ONCE A DEPARTMENT HAS BEEN CREATED, YOU CAN CREATE A DIVISION

1. From the Home Page, click “Next” by the “Use this flow to manage Command hierarchy”

2. Type in your UIC and click “Next”
3. This screen will appear and click “Division” and then click “Next”

4. This screen will appear, type in the name of the department you want to create a division within and click “Next”

5. This screen will appear, click “Next”

6. Type in the name of the division you want to create and click “Next”
7. This screen will appear, click “Next”

![Click 'Next' to confirm creation of Name of Division.](image1)

8. This screen will appear, click “Next”

![Name of Division has successfully been created.](image2)