

View Organisations in Bb9

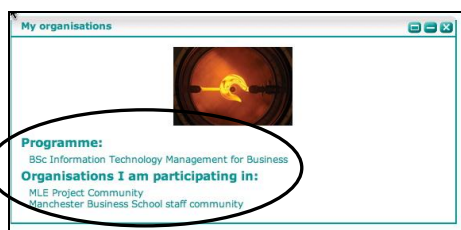


This information is for Staff. Organisation is a term used in Bb9 to describe a community space. These spaces are separate from course unit Bb9 spaces and are used for programme level spaces, virtual common rooms, cross-School communities etc.

Organisations are found in the **My organisations** portlet of the staff Portal.

Accessing an Organisation Bb9 space

1. Log into the University of Manchester Portal: <http://www.manchester.ac.uk/portal>
2. Click on the **Teaching and research** tab
3. From the **My Organisations** portlet you should see a list of organisations that you belong to

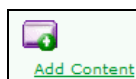


4. Click the name to access the space

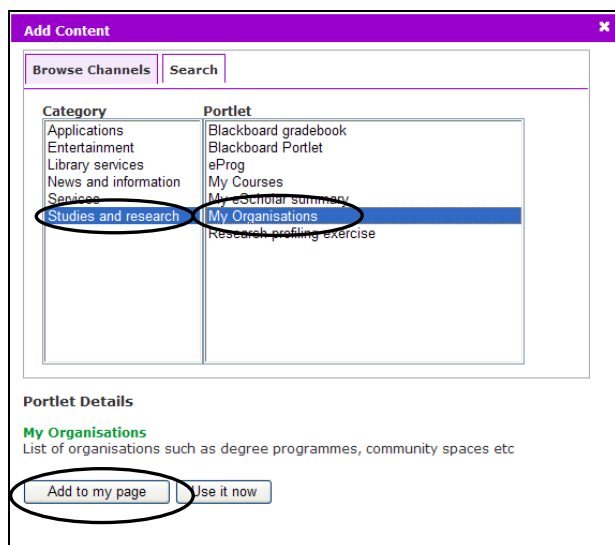
If you can't see your list of Organisations

1. Log into the Staff Portal www.manchester.ac.uk/portal
2. Click on the **Teaching and research** tab

3. Click the **Add Content** icon at the top right-hand side



4. Under the Category list, select **Studies and research** and from **Portlet** list select **My Organisations**



5. Click **Add to my page**

6. **My Organisations** portlet will now appear on your University of Manchester Portal page

