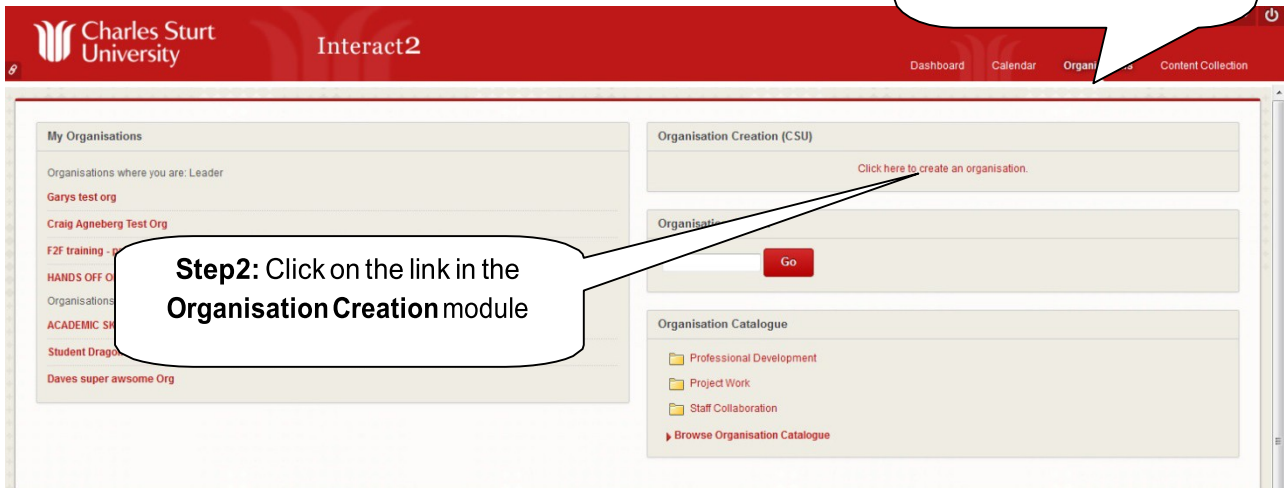# Interact2 Help and Support

Creating an Interact2 Organisation

This document will guide you through creating an Organisation in Interact2.

Step1: Log into Interact2 (interact2.csu.edu.au) and click on the **Organisations** tab

Step2: Click on the link in the **Organisation Creation** module

Step3: Follow the prompts on the **Create Organisation** page and click **Submit**.

A name and ID (no spaces) are required.

The name can be changed later, but the ID cannot.

Select **No** if you wish to set up the site before making it visible to members

This option gives you control of the enrolment process.

The **Self-Enrolment** option allows participants to enrol themselves in your site.

Enrolment may be date-restricted if required.

An access code is provides a degree of control over who can and cannot self-enrol in the organisation.

Step 4: The new organisation will now be listed in the **My Organisations** module on the Organisations tab.

Step5: The new organisation will open on a blank Welcome page that is ready for editing. This is the default entry point for the organisation – add some appropriate text and graphics and click **Submit**.
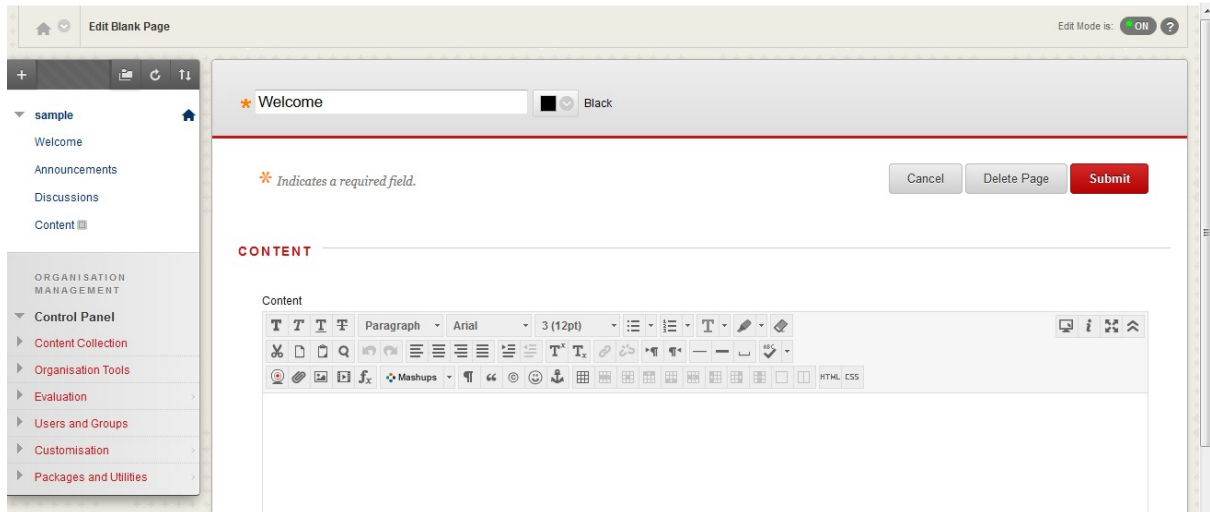
Consider adding some graphics and/or multimedia and using a table to control layout of page elements. Click here for more help with the text editor. The page title can also be edited.

An organisation's entry page can also have a graphic as a banner if necessary (recommended size is approximately 480 by 80 pixels). Watch this video for a demonstration of how to customise the entry page, including adding a banner.

If you would like to make another page the entry point you can view this short video for a demonstration.

Announcements and Discussions appear in the menu bar as default organisation tools. Content is a placeholder for development of content. More information on developing menu items and site navigation is available here. More information on developing content is available here.