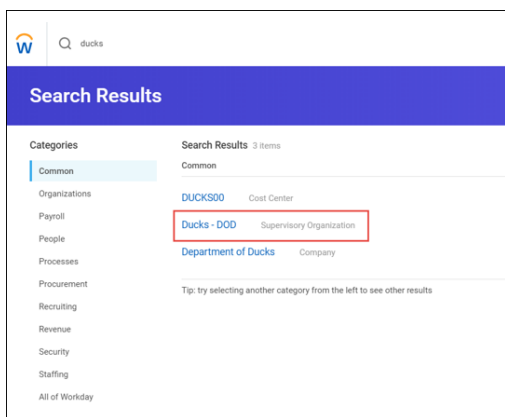


## Search for a Supervisory Organization

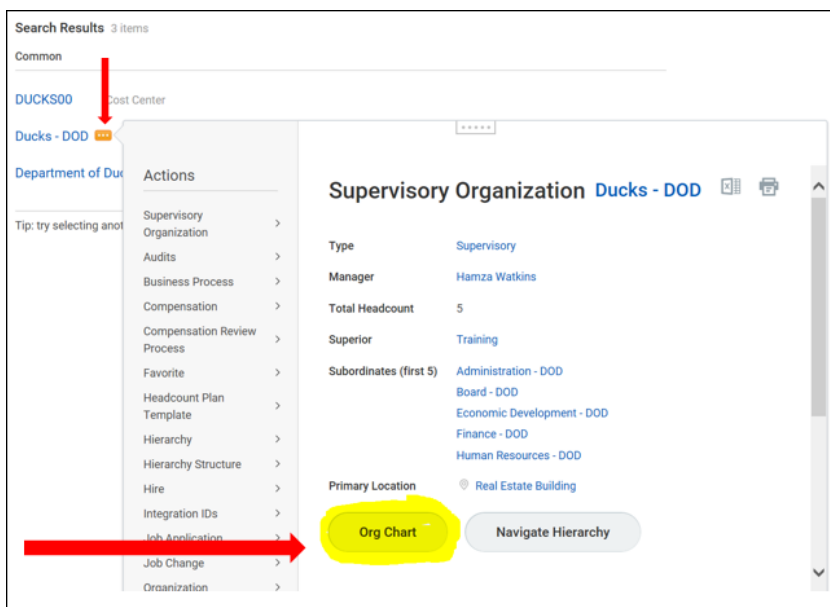
This job aid will help you search for a Supervisory Organization.

**Step 1:** In the search bar, type in your agency name or the supervisory organization you are looking for. Keep in mind that searches find exact matches. If you misspell the search text, you will likely not see any results. You can shorten words to find more matches. Use longer search terms to improve accuracy and reduce the time to return results.

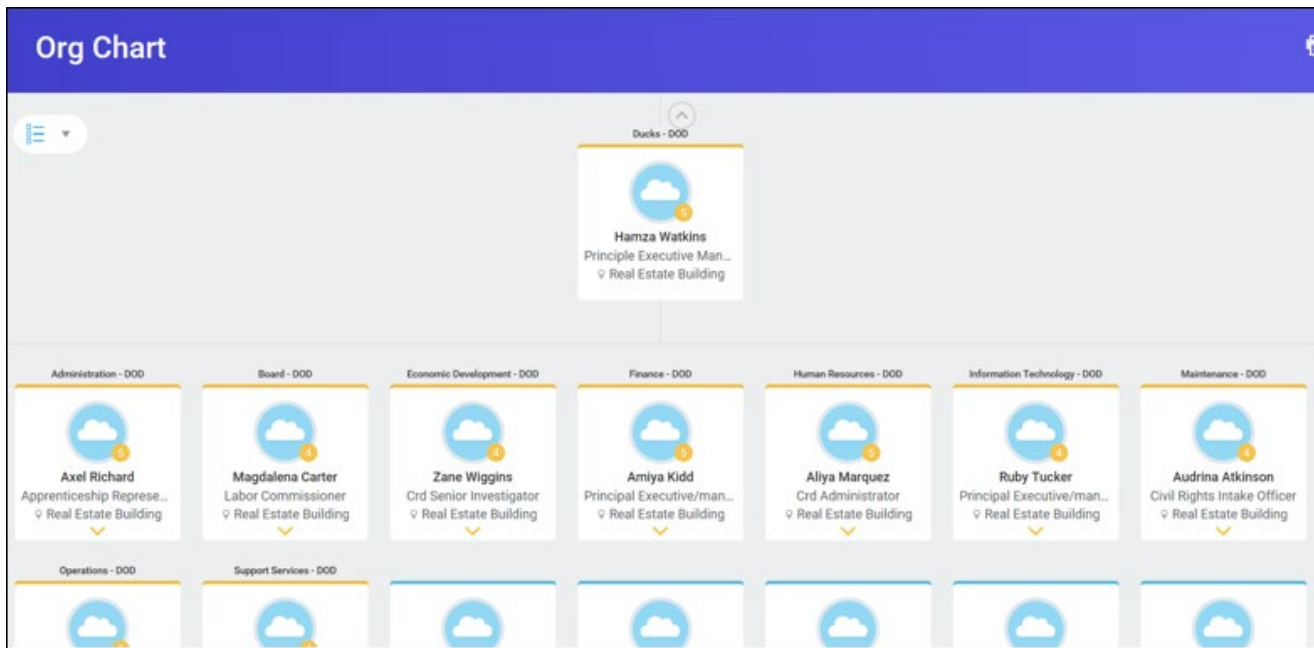
Make sure to choose the result that is the “Supervisory Organization”



**Step 2:** Click on the “related actions” brick next to the organization name. Select Org Chart, it is the easiest to see the organizational structure in this view.



Step 3: The Org Chart results will show the organization you selected, at the top of the organization view.



**Please Note:** This view is not actually where your seat sits, it's the organizational structure for your agency/department.