SECTION IV
ACCESSING MORE THAN ONE ORGANIZATION
IV. ACCESSING MORE THAN ONE ORGANIZATION

- To be used when you are working at or affiliated with multiple organizations

**Step 1: Select: My Profile**

![My Profile Screen]

**Step 2: Select: Request New Access**

![Request New Access Screen]

**Step 3: Choose “Unlisted” under Organization drop down**

![Organization Drop Down]
Step 4: Add in the Organization Code or fill in the Organization Details.

- The organization must be registered to move past this screen
- Use the organization code to request access
  - If you do not have your organization Code, checking the box for **My Organization is not registered** will enable you to request access to this project
  - Enter Organization Details

Request New Access

- Check for errors in Organization info. If there are errors, use the DevCo Helpdesk at [https://devco.ohiohome.org/devcoinquiries](https://devco.ohiohome.org/devcoinquiries)
- Select: Access Types needed
  - If you select Annual Certification and 8609 Access for Rental Housing, you can also request properties during this process
- Select: Next

Step 5: Enter your organizational role

- Choose your role from the drop down box
- Select Add
- Select Next
- You will see a receipt for your registration
Step 7: Check your email for access information

- For Management: Access is owner driven, please contact the owner to have your access approved.
- For Users with view only access: Access is owner driven, please contact the owner to have your access approved.
- For Owners: If you do not receive an email message within 3 business days please check your spam folder then use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries

Step 6: Once you have gained access

- You can change which organization you are affiliated with by:
  - Selecting: Change Organization from your Profile
  - From the Drop Down pick which organization you want
  - Select: Set
- Your current organization will be listed at the top of the page