

# Organizational Management

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# How can I add the customer organization to my License Portal account

## Subtopics:

- [How to find available registration keys for a parent organization?](#)
- [How to find which sub-organization a license server is registered under?](#)
- [How can the organization be assigned to the user if the user has already a master organization from the same customer assigned to them?](#)

**Prerequisite:** you need a **valid entitlement ID** of an organization on hand.

## Procedure:

1. Login to the license portal: <https://license.advantest.com/>
2. Go to tab "**License Management**"
3. Click on link "**Activation via entitlement (Simple Activation)**"
4. Click on button "**Entitlement not listed...**".
5. Enter the entitlement ID of the organization you need to assign to your account and click on assign.
6. You can check the assignment via your profile: click on your name in the upper right corner.

Note: the button "Entitlement not listed..." is also available on the Advanced Activation page, after selecting the license server.

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## How can the organization be assigned to the user if the user has already a master organization from the same customer assigned to them?

1. Login to the License Portal and go to tab "**License Management**" > click on link "**Entitlement overview**"
2. Select a **master organization**

3. On the next page, you can work on the table visible or you download the Excel file and add filter on the columns.
4. In the column for the license server enter as filter text the **hostname of the FNE server**.
5. Enter in column entitlement as filter text "**Registration**". You will get the entitlement ID of the registration key, the FNE server has been registered to - copy the entitlement ID.
6. Click on your username in the upper right corner.
7. Click on button "**Organization not listed...**".
8. Enter the entitlement ID you have copied (it starts with **Registration...**).
9. You will get a message that the organization has been assigned to you.

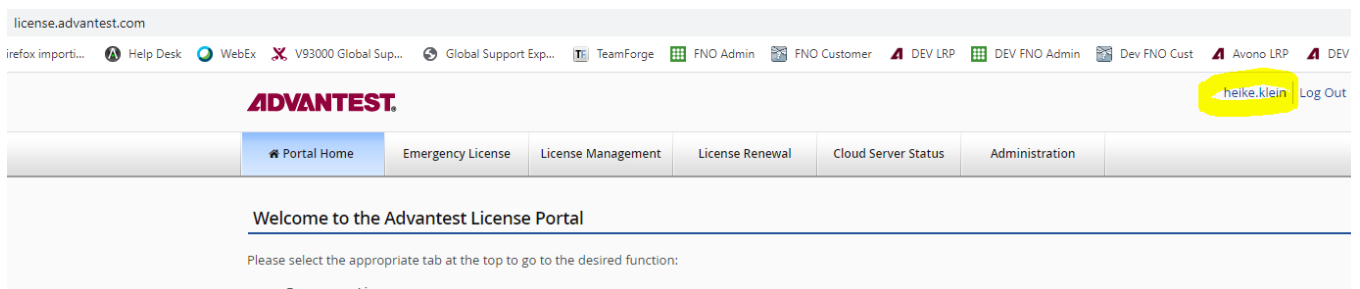
Note: It is possible that the ***organization will not be visible on the page, but it is available***. This is a small known bug. When you leave the page and return to it, it will be visible.

10. Go back to tab "**License Management**" > click on link "**Simple Activation**" and go through the process and check, if the FNE server is visible.

# How can I view which organizations are assigned to my account

## Procedure:

1. Login to the license portal: <https://license.advantest.com/>
2. Click on your name in the upper right corner of the license portal.  
Example here for user heike.klein - see the yellow circle at the upper right corner:



3. You will get a new page with your user name, email address and a roles overview. Under the roles overview you can see the list of organizations assigned to you.
4. **Attention:** there is the button "**Remove**", which enables you to remove an organization. **Please use this button with care:** the organization is removed directly without any confirmation. Please remove only organizations to which you are sure that you do not need them anymore. If you have removed an organization by mistake you can add it again when you have an entitlement ID of that organization on hand, see: [How can I add the customer organization to my License Portal account.](#)

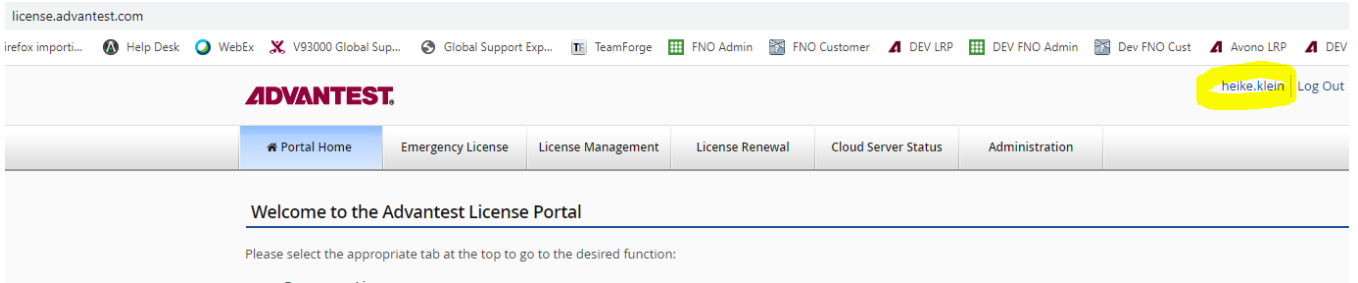
# How can I remove customer organizations which I do not need anymore

If your responsibility changes you probably also need to adapt the organization assignment of your license portal user account.

If you need to **add organizations**, you can follow the description: [How can I add the customer organization to my License Portal account](#)

If you need to **remove** organizations, follow the procedure:

1. Login to the license portal: <https://license.advantest.com/>
2. Click on your name in the upper right corner of the license portal. Example here for user heike.klein - see the yellow circle at the upper right corner:



3. You will get a new page with your user name, email address and a roles overview. Under the roles overview you can see the list of organizations assigned to you.
4. For each organization there is a line with the button "**Remove**", which enables you to remove an organization. **Please use this button with care**: the organization is removed directly without any confirmation. Please remove only organizations to which you are sure that you do not need them anymore. If you have removed an organization by mistake you can add it again when you have an entitlement ID of that organization on hand: see [How can I add the customer organization to my License Portal account](#)