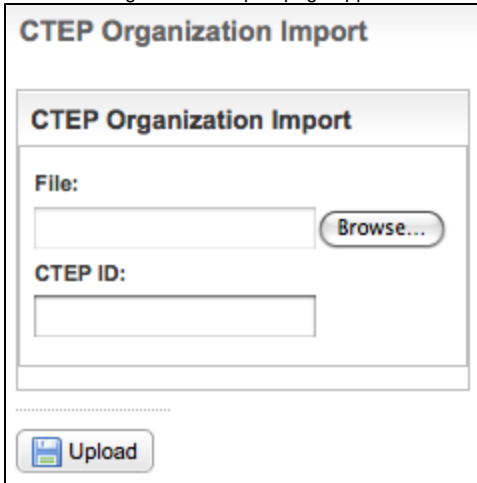# Importing CTEP Organization Records - Include v1.1.3

You can import existing organization records from CTEP to the P/O Curation Portal rather than entering them into the system manually. The P/O Curation Portal system populates its records with the CTEP data based on the CTEP IDs you provide. Organizations imported from CTEP are designated "Pending" until they have been curated. When you change the status of the organization to "Active", the system changes any associated research organizations or health care facilities that have CTEP IDs to the same status (i.e., "Active") automatically.

How to Import CTEP Organization Records

1. On the main menu, in the **Organization** section, click **CTEP Import**.
   The CTEP Organization Import page appears.

   ### CTEP Organization Import

   #### CTEP Organization Import

   File:

   [   ] (Browse...)

   CTEP ID:

   [   ]

   [💾] Upload

2. Do one of the following to import the data:
   - To import multiple records simultaneously, under **File**, click **Browse**, and navigate to the file containing the IDs you want to upload. The file must be in the form of a text document, with each of the CTEP IDs listed individually on one line.
     - or -
   - To import individual records, in the **CTEP ID** field, type the CTEP ID of the organization record you want to import. This function enables you to import new organizations as they are added in CTEP rather than having to import an entire batch of records that you may have imported previously.
3. Click **Upload**.

   ⓘ The system maintains both CTEP and P/O Curation Portal IDs with each organization record imported.