## 3.6 Manage Departments

Creating a new department after providing the required information.

### 3.6.1 Description

An Office Administrator who has been authenticated can create a department. Department creation requires creating and then assigning an account to the position of Office Administrator for the created department.

### 3.6.2 Functional requirements

From the Landing Page, an Office Administrator will be able to create a new department.

Creating a new department will require the creation of a new account to be Office Administrator of the new department. The department will also require a unique name. See 3.7 for account creation details.