

## Changing the institution (technical manager with access to children)

1. Go to the OCM home page.
2. Select the institution (parent or child) using the drop-down list (red arrow 1)
3. Click on « Switch institutions » (red arrow 2)

The screenshot shows the OCM (Online Care Methods) home page. At the top, there is a green navigation bar with the logo 'WS@ ONLINE CARE METHODS' and links for Home, Administration, My account, My institution, Help, Contact us, and Français. Below the navigation bar is a banner for 'COVID-19 (Coronavirus)' with a 'View all news' link. The main content area is titled 'Search criteria' and includes several filters: Videos, E-learning, Tools, Customized by my institution, and Methods from my institution. There are also input fields for 'Date of last update', 'Start date', and 'End date'. A search bar with a magnifying glass icon and a 'Theme' dropdown menu are also present. Below the search criteria is a 'Themes' section with four icons: a red icon with a white lightbulb, a green icon with a white network diagram, a blue icon with a white pill, and a dark blue icon with a white hand being washed. To the right of the themes is a 'Select an institution' dropdown menu with 'Cégep Lévis-Lauzon' selected. A red arrow labeled '1' points to this dropdown menu. Below the dropdown menu is a blue button labeled 'SWITCH INSTITUTIONS' with a red arrow labeled '2' pointing to it.