

# Schools with no URN temporary process

This document explains the temporary guidance to follow for schools/ accounts that do not have any URN.

- SDRs to work on the Hubspot contact page - DO NOT create a Hubspot company page.
- Post in the [Salesforce Help Channel](#) - [#wg-salesforce-help](#), not as a ticket, but as a normal post with the information needed to create the account. (Click on “Send a message” on the bottom right side of the page)
- The Ops team will create the account and share it with the relevant team.
- SDRs will create retroactively in Hubspot based on the Salesforce Help Channel.
- SDRs can then SQL as normal.